

**HONG KONG  
ADVENTIST COLLEGE**



**BULLETIN  
2023 – 2024**

# TABLE OF CONTENTS

## Contents

|  |           |
|--|-----------|
| <b>TABLE OF CONTENTS</b> .....                     | <b>2</b>  |
| <b>CONTACT INFORMATION</b> .....                   | <b>5</b>  |
| <b>ACCREDITATIONS</b> .....                        | <b>6</b>  |
| <b>REGISTRATION</b> .....                          | <b>6</b>  |
| <b>AFFILIATION</b> .....                           | <b>6</b>  |
| <b>MEMBERSHIPS</b> .....                           | <b>7</b>  |
| <b>OUR HISTORY</b> .....                           | <b>8</b>  |
| DATE CHART HISTORY.....                            | 10        |
| <b>OUR MISSION AND PHILOSOPHY</b> .....            | <b>13</b> |
| MISSION.....                                       | 13        |
| VISION.....  | 13        |
| MOTTO.....   | 13        |
| VALUES.....  | 13        |
| PHILOSOPHY.....                                    | 13        |
| <b>STUDENT LIFE</b> .....                          | <b>16</b> |
| CHRISTIAN COMMITMENT.....                          | 16        |
| GENERAL STANDARDS .....                            | 17        |
| STUDENT CLUBS .....                                | 17        |
| RECREATION AND SPORTS.....                         | 18        |
| SOCIAL AND CULTURAL EVENTS.....                    | 18        |
| STUDENT HANDBOOK .....                             | 18        |
| STUDENT LIFE COUNCIL .....                         | 18        |
| <b>STUDENT SERVICES</b> .....                      | <b>19</b> |
| ACADEMIC ADVISEMENT .....                          | 19        |
| CAREER AND COUNSELING .....                        | 19        |
| COMMUNITY SERVICE.....                             | 19        |
| COMPUTER FACILITY .....                            | 19        |
| DORMITORIES.....                                   | 19        |
| FOOD SERVICE .....                                 | 19        |
| HEALTH SERVICES .....                              | 19        |
| LIBRARY.....                                       | 19        |
| ORIENTATION.....                                   | 20        |
| PUBLICATIONS.....                                  | 20        |
| SPECIAL EDUCATIONAL NEEDS (SEN) ACCOMODATIONS..... | 20        |
| SPIRITUAL ASSISTANCE .....                         | 21        |
| STUDENT AMBASSADOR PROGRAMME .....                 | 21        |
| <b>FINANCIAL INFORMATION</b> .....                 | <b>22</b> |
| FEES AND CHARGES.....                              | 22        |
| OTHER MISCELLANEOUS FEES (NON-REFUNDABLE) .....    | 23        |
| PAYMENT.....                                       | 26        |
| RESIDENCE EXPENSES .....                           | 26        |
| TUITION REFUND POLICY .....                        | 26        |
| PARTNERSHIP GRANT .....                            | 27        |
| SEVENTH-DAY ADVENTIST MEMBER SCHOLARSHIP.....      | 27        |
| CHAN SHUN SCHOLARSHIP.....                         | 28        |
| MR. JOHN CHANG SCHOLARSHIP.....                    | 28        |
| MR. NGAN WAI LAM SCHOLARSHIP .....                 | 28        |
| SHIH SCHOLARSHIP .....                             | 29        |
| DR. SAMUEL YOUNG MEMORIAL SCHOLARSHIP .....        | 29        |
| OTHER USEFUL LINKS .....                           | 29        |
| <b>GENERAL COLLEGE - ADMISSION</b> .....           | <b>30</b> |

|  |           |
|--|-----------|
| Multiple (Local and Non-local) Programmes .....                      | 30        |
| ADMISSION REQUIREMENTS.....  | 30        |
| ADMISSION PROCEDURES .....   | 33        |
| ADVANCED PLACEMENT.....  | 34        |
| APPLICATION DEADLINES.....   | 34        |
| FOREIGN STUDENT REGISTRATION POLICY.....                             | 34        |
| RE-ADMISSION.....  | 35        |
| STUDENT STATUS .....   | 35        |
| <b>ACADEMIC POLICIES .....</b>                                       | <b>36</b> |
| ACADEMIC AUTHORITY.....  | 36        |
| ACADEMIC INTEGRITY AND HONESTY.....                                  | 36        |
| ACADEMIC LOAD.....   | 37        |
| ACADEMIC STANDING.....   | 38        |
| ACADEMIC STATUS .....  | 39        |
| ATTENDANCE AND COURSE CREDIT .....                                   | 40        |
| BAD WEATHER ARRANGEMENT.....   | 42        |
| CHAPEL / ASSEMBLY ATTENDANCE.....                                    | 43        |
| COURSE INFORMATION .....   | 43        |
| COURSE OUTLINES .....  | 44        |
| DEADLINES.....   | 44        |
| DIRECTED STUDY.....  | 44        |
| ENGLISH LANGUAGE PROFICIENCY.....                                    | 44        |
| EXTENSION PROGRAMMES.....  | 46        |
| GRADING SYSTEM.....  | 46        |
| HONORS AND AWARDS .....  | 48        |
| LABORATORIES .....   | 49        |
| LANGUAGE OF INSTRUCTION .....  | 49        |
| MAJOR AND MINOR REQUIREMENTS.....                                    | 49        |
| PETITIONS & APPEALS.....   | 49        |
| PRACTICUM/FIELD EXPERIENCE .....                                     | 50        |
| PREREQUISITES .....  | 50        |
| INDEPENDENT STUDIES .....  | 50        |
| REGISTRATION .....   | 51        |
| SEQUENCE OF COURSES.....   | 52        |
| TRANSCRIPTS.....   | 53        |
| TRANSFER AND NON-TRADITIONAL CREDIT .....                            | 54        |
| NON-TRADITIONAL CREDIT .....   | 54        |
| UPPER DIVISION COURSE RESTRICTIONS.....                              | 55        |
| WAIVERS.....   | 55        |
| WITHDRAWAL.....  | 55        |
| <b>GRADUATION REQUIREMENTS.....</b>                                  | <b>56</b> |
| ACADEMIC REQUIREMENTS.....   | 56        |
| GRADUATION POLICIES .....  | 58        |
| <b>ACADEMIC DIVISIONS AND PROGRAMMES .....</b>                       | <b>60</b> |
| <b>DIVISION OF NURSING AND ALLIED HEALTH.....</b>                    | <b>61</b> |
| <b>DEPARTMENT OF NURSING .....</b>                                   | <b>61</b> |
| HIGHER DIPLOMA IN ENROLLED NURSING (GENERAL) .....                   | 61        |
| <b>DEPARTMENT OF ALLIED HEALTH .....</b>                             | <b>63</b> |
| HIGHER DIPLOMA IN HEALTH AND REHABILITATION SERVICES.....            | 63        |
| <b>DIVISION OF ANDREWS AFFILIATE PROGRAMMES .....</b>                | <b>65</b> |
| Andrews Core Experience (ACE) for Bachelor's Degrees 2023-2024 ..... | 65        |
| <b>DEPARTMENT OF PSYCHOLOGY.....</b>                                 | <b>67</b> |
| BACHELOR OF SCIENCE IN PSYCHOLOGY.....                               | 68        |
| MINOR IN PSYCHOLOGY.....   | 70        |
| Certificate in Christian Counseling.....                             | 71        |
| <b>DEPARTMENT OF HEALTH .....</b>                                    | <b>73</b> |

|   |            |
|---|------------|
| BACHELOR OF HEALTH SCIENCE IN WELLNESS .....                              | 74         |
| (FITNESS EMPHASIS) .....  | 74         |
| MINOR IN HEALTH.....  | 75         |
| <b>DEPARTMENT OF RELIGION .....</b>                                       | <b>76</b>  |
| BACHELOR OF ARTS IN RELIGION.....   | 77         |
| MINOR IN RELIGION.....  | 78         |
| Andrews Core Experience (ACE) for AA/AS Degrees 2023 – 2024.....          | 79         |
| <b>DEPARTMENT OF BUSINESS .....</b>                                       | <b>81</b>  |
| ASSOCIATE OF SCIENCE IN GENERAL BUSINESS.....                             | 82         |
| <b>GENERAL EDUCATION AND 2 + 2 .....</b>                                  | <b>83</b>  |
| Academic Core Experience .....  | 83         |
| DIPLOMA IN PRE-UNIVERSITY STUDIES.....                                    | 83         |
| ONE-YEAR CERTIFICATE IN ENGLISH PROGRAMME.....                            | 85         |
| <b>COURSE DESCRIPTIONS .....</b>  | <b>86</b>  |
| COLLEGE COURSES.....  | 86         |
| HIGHER DIPLOMA IN ENROLLED NURSING (GENERAL) COURSES.....                 | 107        |
| HIGHER DIPLOMA IN HEALTH AND REHABILITATION SERVICES COURSES .....        | 111        |
| DIPLOMA IN PRE-UNIVERSITY STUDIES COURSES .....                           | 114        |
| REMEDIAL ENGLISH COURSES.....   | 118        |
| <b>ADMINISTRATION .....</b>   | <b>122</b> |
| PRESIDENT OF HONG KONG ADVENTIST COLLEGE .....                            | 122        |
| BOARD OF DIRECTORS.....   | 124        |
| MANAGERIAL PERSONNEL.....   | 125        |
| HKAC & AU AFFILIATE PROGRAMME .....                                       | 126        |
| <b>INSTRUCTIONAL FACULTY.....</b>   | <b>127</b> |
| ADJUNCT FACULTY .....   | 129        |
| ACADEMIC COMMITTEE ADVISORS, EXTERNAL ADVISORS & EXTERNAL EXAMINERS ..... | 131        |
| <b>STANDING AND FUNCTIONAL COMMITTEES .....</b>                           | <b>134</b> |

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# ACCREDITATIONS

## **ADVENTIST ACCREDITING ASSOCIATION OF SCHOOLS AND UNIVERSITIES OF THE SEVENTH-DAY ADVENTIST CHURCH (AAA)**

Hong Kong Adventist College, under the Seventh-day Adventist Schools Organization (Hong Kong) Limited, is accredited by the Adventist Accrediting Association (AAA) of Schools and Universities of the General Conference of Seventh-day Adventists in Washington DC, USA.

## **HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC & VOCATIONAL QUALIFICATIONS (HKCAAVQ)**

1. The Diploma of Pre-University Studies (DPUS) is a QF level-3 programme accredited by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ). It is registered with the Education Bureau of Hong Kong (Registration Number: 13/000572/L3).
2. Higher Diploma in Health and Rehabilitation Services (Registration Number 21/000501/L4)
3. Higher Diploma in Enrolled Nursing (General) (Registration Number 22/000791/L4)

## **THE NURSING COUNCIL OF HONG KONG**

1. Higher Diploma in Enrolled Nursing (General)

# REGISTRATION

## **EDUCATION BUREAU OF HONG KONG AND NON-LOCAL COURSES REGISTRY**

1. Hong Kong Adventist College is registered as a post-secondary institution with the Education Bureau of Hong Kong (Registration No.: E.D. 1/28221/60).
2. The Andrews University affiliate programmes are registered under the Non-local Course Registry as non-local bachelor degrees as follows:
  - a. Bachelor of Arts in Religion (Registration No.: 261684)
  - b. Bachelor of Health Science in Wellness (Fitness Emphasis) (Registration No.: 262892)
  - c. Bachelor of Science in Psychology (Registration No.: 261680)
  - d. Associate of Science in General Business (Registration No.: 262891)

# AFFILIATION

## **Andrews University, Berrien Springs, Michigan 49104, USA**

Andrews University is an educational institution of the Seventh-day Adventist Church. In addition to its accreditation by the Adventist Accrediting Association since 1933, Andrews University is also accredited by the Higher Learning Commission (in USA) since 1961, with its current term of accreditation extending through 2026–2027.

Hong Kong Adventist College has an affiliation agreement with Andrews University since 2007. Andrews University has approved the BA in Religion, BHS in Wellness (with an Emphasis in Fitness), BS in Psychology, and AS in General Business curricula, and their related general academic programmes at Hong Kong Adventist College. This affiliation makes it possible for Hong Kong Adventist College students to obtain a bachelor's degree in the above-mentioned majors from Andrews University while studying at Hong Kong Adventist College.

The above Andrews University affiliate programmes are registered under the Non-Local Course Registry as non-local bachelor degrees with the Education Bureau of Hong Kong on the basis of their accreditation in their own country (USA). The curriculum and degree requirements of these programmes are developed by Andrews University and clearly described in the affiliation agreement between Andrews University and Hong Kong Adventist College.

# MEMBERSHIPS

## **ASSOCIATION FOR THEOLOGICAL EDUCATION IN SOUTHEAST ASIA (ATESEA)**

Hong Kong Adventist College is currently a member of the Association for Theological Education in Southeast Asia. This agency is the largest accrediting agency for theological education in Southeast Asia with 65 member institutions.

## **ENGLISH LANGUAGE ASSESSMENT CENTER**

### **Test of English as a Foreign Language Internet-based Test (TOEFL iBT)**

Granted the Certificate of Authorization (STN11852A) by Education Testing Services (ETS) in 2008, Hong Kong Adventist College is one of the centers for the delivery of ETS's Internet-based TOEFL in Hong Kong.

TOEFL iBT is used to measure candidate's ability to use and understand English at the university level. It is recognized by more than 8000 colleges, universities, and agencies in more than 130 countries. TOEFL iBT is only conducted on Sundays in HKAC center.

### **Scholastic Assessment Test (SAT)**

Hong Kong Adventist College was registered as the center for SAT in 2008 to accommodate students in the English Secondary School section who are interested to pursue their studies in the United States of America. SAT which was designed to test general reasoning skills of college-bound students based on the knowledge and skills developed throughout high school consists of Writing, Critical Reading, and Mathematics.

### **Advanced Placement Programme (APP)**

The Advanced Placement Programme (APP) offers students the opportunity to take college-level courses and examinations in high school and earn college credit, advanced placement, or both at many colleges and universities in the U.S. and around the world.

## OUR HISTORY

The educational work conducted by Seventh-day Adventists in China has its origins in the Southern part of China's mainland. In 1903, the church operating in Guangzhou founded its first school, which later on, through several name changes and moves, eventually became Hong Kong Adventist College (HKAC) in 1981. That first school was called "The Bethel Girls' School". Miss Ida Thompson acted as the first Principal. Two years later in 1905, "The Yick Chi Boys' School" was established. By 1911, the school for boys was closed and later reopened as a middle school in 1916. That was the start of "Sam Yuk School."

Lands were purchased in the eastern part of Guangdong city (Canton as it was formerly known in English) to enable the rapid development of "Sam Yuk School". In 1922, "Sam Yuk School" erected a school plan. By the time the buildings were ready for occupancy, "The Bethel Girls' School" was folded into the "Sam Yuk" school system. The new middle school served the Guangxi (Kwangsi), Guangzhou (Kwangchow), and Hakka (Hakkah) Missions in the Southern China region. By 1935, the South China Union Mission took charge of "Sam Yuk School" and renamed it "Canton Training Institute".

China fell into war time turmoil in 1937, when the Sino-Japanese War began. In order to survive this chaotic period, "Canton Training Institute" moved temporarily to Sha Tin, Hong Kong. At this time, "Canton Training Institute" became "South China Training Institute". Later, the "China Training Institute" (Junior College), which was another Adventist educational institution in Central China, was also moved to the same location. The two schools were integrated to become the "China and South China Training Institute". Not long afterward, a parcel of land consisting of 40 acres was purchased by the Seventh-day Adventist Church at Clear Water Bay in the New Territories. A plan developed for a permanent campus began, and two years later in 1939, campus buildings were designed by Elder Chu Yue-tat. Of the original eight buildings, five buildings remain on campus to this day.

In 1942, World War II broke out. Hong Kong people were placed under Japanese occupation for three and a half years. Because of this calamity, the school reverted back to its prior name of "South China Training Institute" and returned to China's mainland near the town of Lao-lung in Guangdong province. When the war was near its end, the Clear Water Bay campus was seized by the British colonial army. In order to continue its educational mission, the "South China Training Institute" relocated back to its former site in the district of Tung-shan in Guangdong for one year. Not until 1947 was the school able to return to the Clear Water Bay campus in Hong Kong.

The Far Eastern Division of the Seventh-day Adventist Church authorized the South China Island Union Mission to open a college to provide tertiary education in 1958. The middle school was also incorporated into the Clear Water Bay campus. At this point, mainland China's "Great Leap Forward" started to collectivize food production. The resulting widespread famine on the mainland spilled over into Hong Kong, where many refugees arrived throughout the early 1960s. In 1962, the college curriculum was launched and by 1964, the secondary and tertiary education was combined. The combined educational entity was named "South China Union College".

Later on, in 1981, "Hong Kong Adventist College" (HKAC) was the new name for "South China Union College", in order to designate it as a separate entity from "Sam Yuk Middle School". The Hong Kong Department of Education approved the registration of HKAC. The College made rapid progress with student enrollment growing steadily. As time went by, it became clear that buildings would require renovation. Therefore, in 1989, HKAC's Board of Directors approved a major redevelopment plan for the campus. Lands located in the hillside were designated Cheung Kong (Holdings) Limited, in order to create funds for the campus redevelopment project. In 1997, new campus facilities were launched on the Clear Water Bay campus.



In 1982, HKAC implemented an affiliation with Loma Linda University (subsequently La Sierra University) through which students enrolled in Theology and Religion programmes could receive degrees granted by Loma Linda University. This relationship ended in 1996 after which, the college sought an affiliation with Walla Walla College (lately named “Walla Walla University”). As a result of this affiliation, it is accredited by the Northwest Association of Schools and Colleges (NASC), and given recognition by the Hong Kong Education Department as well as the Non-local Courses Registry of Hong Kong. Its theological programmes are also accredited by the Association of Theological Schools of Southeast Asia (ATESEA).

The affiliation with Walla Walla College ended in August of 2006. In 2007, HKAC started an affiliation with Andrews University and established three affiliate academic programmes, Religion, Health, and Psychology. Students who study four years of these affiliate programmes on the campus of HKAC would receive diplomas from Andrews University. Additional affiliate programme, Associate Degree in Business Administration, with Andrews University was added in 2019.

In 2011, a local accredited programme, Associate Degree in Business Administration, was approved by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). However, the programme was terminated in 2014 due to low student enrolments. In 2012, Diploma for Pre-University Studies were established to provide one year of study for students who did not pass the Hong Kong Diploma of Secondary Education (HKDSE) examination or whose results were not scored high enough to enter universities to be accepted by local as well as foreign universities.

In 2014, the Center for Chinese Adventist Heritage was established in the HKAC Library. In 2019, the Ellen G. White Study Center was established in the HKAC Library. These two centers provide HKAC students, Adventist pastors and members research materials to study the literary legacy of Ellen G. White and the history of the Seventh-day Adventist Church in China.

In 2016, Andrews University provided HKAC students with Global Transfer Discount which gives a 50% tuition discount to HKAC students who transfer their studies to Andrews University. Other Adventist Universities in the United States have followed suit. La Sierra University, Kettering College, Pacific Union College and Southern Adventist University provide a 50%, 25%, 50% and 40% tuition discount in 2019, 2020, 2022 and 2022 respectively when HKAC students transfer their studies to those universities.

In 2014, the operation of Chinese Adventist Seminary (formerly named “Griggs University Asia”) moved from the Chinese Union Mission office to HKAC under the supervision of the College on the Clear Water Bay campus. In addition, a counseling service center opened in 2015 on campus. Student ambassador programme started in 2017 where Adventist students who have high academic achievements, spiritual, and mission minded around the world are invited to come to HKAC to be half students and half missionaries to elevate the academic and spiritual atmosphere on campus.

In 2021, Religion Department launched an evening online programme, Certificate in Ministry, for Adventist members and in 2022, Psychology Department launched a part-time certificate programme in Christian Counseling for Adventist members.

Higher Diploma in Health and Rehabilitation Services, a local accredited programme, was started in 2021. Other than earning the diploma, graduates of this programme can be registered as health workers with the Social Welfare Department of Hong Kong. The application to start a Higher Diploma in Enrolled Nursing (General) [HDEN(G)] Programme was approved by the Nursing Council of Hong Kong (NC) and HKCAAVQ in 2022. Graduates of this two-year programme will be licensed to work in any hospitals in Hong Kong as enrolled nurses. This nursing programme has been affiliated with Hong Kong Adventist Hospital (HKAH) that all practicum will be held at HKAH and graduates from this nursing programme will have priority to be recruited into HKAH’s two locations as entry level nurses.

## DATE CHART HISTORY

| Year | Events  |
|------|---|
| 1903 | The Bethel Girls' School opened in Canton.  |
| 1905 | The Yick Chi Boys' School was also opened.  |
| 1914 | Bethel Girls' School was relocated to Tung Shan (Canton), and renamed Canton Middle School (Cantonese Intermediate School).   |
| 1915 | After being closed for a time, The Yick Chi Boys' School reopened as the Sam Yuk School.  |
| 1917 | The Canton Middle School and Sam Yuk School moved to the east side of Guangzhou.  |
| 1922 | The Canton Middle School and Sam Yuk School merged and became the Sam Yuk Middle School.  |
| 1935 | The South China Union Mission took over the direction of the Sam Yuk Middle School and renamed it China Training Institute.   |
| 1937 | The China Training Institute moved to Shatin, Hong Kong, and joined the China Training Institute (Junior College) from Central China and was named South China Training Institute.                                      |
| 1939 | The South China Training Institute moved to new facilities at Clear Water Bay in September.   |
| 1942 | The South China Training Institute moved to Laolong, Guangdong Province.  |
| 1946 | The South China Training Institute moved to Tung Shan (Canton).   |
| 1947 | The South China Training Institute moved back to Clear Water Bay and was renamed South China Union Academy.   |
| 1949 | The South China Union Academy was renamed South China Island Union Academy.   |
| 1953 | The General Conference authorized the South China Island Union Academy to have a two-year post-secondary school.  |
| 1958 | The South China Island Union Academy name was changed to South China Union College.   |
| 1969 | The General Conference authorized the South China Union College for four-year post-secondary work leading to the Bachelor of Theology degree.   |
| 1972 | South China Union College was combined with Taiwan Missionary College to form a new school, South China Adventist College.  |
| 1976 | South China Adventist College was separated from Taiwan Adventist College.  |
| 1981 | South China Island Union Mission officially divided the college into two separate entities - Hong Kong Adventist College (HKAC) for the college programme and Sam Yuk Middle School for the secondary school programme. |
| 1982 | HKAC implemented affiliation with Loma Linda University.  |

| Year | Events  |
|------|---|
| 1995 | The College began a major redevelopment programme to be completed in 1997.  |
| 1997 | The building programme was completed - Sam Yuk Middle School moved to the new classroom building in December.   |
| 1998 | HKAC offered a new programme for the Secondary 6 students - Hong Kong Advanced Level.   |
| 1999 | HKAC was affiliated with Walla Walla College and received accreditation by the Northwest Association for Schools and Colleges.  |
| 2000 | HKAC was registered with the Non-local Courses Registry in Hong Kong to operate the Walla Walla College affiliation programmes.   |
| 2006 | The Sam Yuk Health Education Center was established.  |
| 2007 | The Sam Yuk Middle School was phased out and the English Secondary Section programme was launched in its place.   |
| 2007 | HKAC was affiliated with Andrews University in the Bachelor of Arts in Religion Degree.   |
| 2008 | HKAC was affiliated with Andrews University in the Bachelor of Science in Psychology Degree.  |
| 2008 | HKAC acquired the status of a TOEFL center and a SAT center.  |
| 2009 | HKAC was affiliated with Andrews University in the Bachelor of Science in Health Degree.  |
| 2009 | HKAC was affiliated with Griggs University to offer a Bachelor of Science in Business Management Degree.  |
| 2010 | The Education Bureau of Hong Kong approved the proposal to establish Hong Kong Adventist Academy.   |
| 2011 | HKAC accepted the offer as an IELTS Partner Agent for the British Council, Hong Kong.   |
| 2011 | HKAC's application to offer an Associate in Business Degree was approved and the programme accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications. |
| 2011 | Hong Kong Adventist Academy opened for primary and secondary instruction.   |
| 2012 | HKAC's application to offer Diploma in Pre-University Studies was approved and the programme accredited by the Hong Kong Council for Academic Accreditation and Vocational Qualifications.  |
| 2014 | Phased out of Associate in Business Degree Programme.   |
| 2014 | Opening of Fitness Center.  |
| 2014 | The operation of the Chinese Adventist Seminary (formerly named "Griggs University Asia") moved from the Chinese Union Mission to HKAC under the supervision of HKAC.                       |

| Year | Events   |
|------|--|
| 2015 | Opening of the Counseling Service Center   |
| 2016 | Andrews University offered International Transfer Programme to HKAC students which provides 50% tuition discount to students who transferred their study to Andrews University                     |
| 2017 | HKAC started the Student Ambassador Programme  |
| 2017 | HKAC signed a Memorandum of Understanding with Eureka College, IL, USA to start a Student Exchange Programme and Study Abroad Programme.   |
| 2018 | HKAC was affiliated with Andrews University in the Associate in General Business Degree Programme.   |
| 2019 | HKAC was articulated with La Sierra University   |
| 2019 | La Sierra University signed an Memorandum of Understanding with HKAC to provide transferred HKAC students with 50% tuition discount  |
| 2019 | HKAC started the Pre-Nursing track with Andrews University   |
| 2019 | HKAC signed a Memorandum of Understanding with Southern Adventist University and Andrews University to Study Abroad Programme.   |
| 2020 | HKAC signed a Memorandum of Understanding with Kettering College to start the Pre-Nursing track and provide 25% tuition discount to HKAC students  |
| 2021 | Acquired the status of Advanced Placement (AP) Test Center   |
| 2021 | Higher Diploma in Health & Rehabilitation Services programme was approved by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)                               |
| 2021 | Online evening programme, Certificate in Ministry, for Adventist members was started   |
| 2022 | Psychology Department offered part-time programme, Certificate in Christian Counseling, to Adventist members   |
| 2022 | HKAC signed a Memorandum of Understanding with Pacific Union College to provide HKAC transferred students 50% tuition discount   |
| 2022 | HKAC signed a Memorandum of Understanding with Southern Adventist University to provide HKAC transferred students 40% tuition discount   |
| 2022 | Higher Diploma in Enrolled Nursing (General) Programme was approved by the Nursing Council of Hong Kong and Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ). |

# OUR MISSION AND PHILOSOPHY

## MISSION

Empowering students to grow in Christ spiritually, physically, and intellectually

## VISION

Transforming students into the likeness of Christ through Christian education and services

## MOTTO

Striving to do better

## VALUES

Accessible: Accessible to all genders, races, ages, and religions

Affordable: Affordable to all who seek to be educated

Accountable: Accountable for all we do, all we teach, and all we represent

## PHILOSOPHY

Hong Kong Adventist College offers a Christian education based on the following philosophy of the nature of God, man, and truth:

God is the origin of all truth, the prime mover of all human affairs, the Creator of life, form, thought, knowledge, reason, order, harmony, and beauty. He, the sustainer of the universe, is absolute, unchanging, and infinite. Yet, as the embodiment of life, He is intimately interested in each individual in a personal way and in the affairs of the entire human race.

Man is God's unique creation. He was made originally in His image, and was good and perfect in His sight. As a result of sin, man has inherited a tendency to evil. Though influenced by the forces of his heredity and environment, he is capable, through the help of God and the exercise of his own free will, of restoration to his original God-like state of being.

Truth embodies the knowledge of God. Therefore, the search for truth dominates our endeavor. We hold that truth is, consequently, consistent with God's revelation and God's standards at all times. Man's capacity to understand truth, while limited and even perverted by the entrance of sin, still may, with God's help, expand to pursue truth as it widens with every conquest of new frontiers.

The faculty is a group of scholars seeking truth. The College is also a learning environment designed and organized to assist people, who, responding to the call of God for service, seek to prepare themselves for the task of the gospel commission. Consequently, the College is not necessarily confined by walls or fences, or even to a specific geographic location; it reaches out to the constituency, to people who value its expertise and its services.

Knowledge and reality are tangible conceptualizations of truth and may be acquired through logic, human experience, and divine revelation. To be meaningful, however, knowledge must be rediscovered by each learner through study, through the use of the senses, and through mental organization of the facts, concepts, and thought systems surrounding truth. True knowledge is the understanding of reality, which comes from the reordering of facts, skills, applications, and evaluations within the Divine perspective.

The work of education is comprehensive and far-reaching. In terms of redemption, it is synonymous with restoring in man the image of his Maker, the image lost when the human race fell into sin. Education is an environmental influence, emancipating men from ignorance, defeat, and fear and endowing him with the ability to know, to understand and apply; to analyze, and synthesize — in a word, to evaluate wisely and to function comfortably in the context of society's demands. To be educated means to be able to master oneself, to be selfless, and to be humble, flexible, polite, morally pure, ethical, and sensitive, so that the person becomes disciplined, self-fulfilled, and balanced. The work of education is practical, preparing students for this earthly life where they may function effectively in their chosen occupational and living environments and for the greater joys of heavenly life.

The immediate task of the College is to foster an atmosphere for learning that follows the purposes and principles of Seventh-day Adventist education. The latter allows for spiritual, intellectual, and physical growth. Youth educated in this institution are expected to have a clear understanding of themselves as persons, to develop a mature understanding of life, to learn well the professional skills of at least one academic discipline, to acquire sufficient vocational and communication skills needed to earn a living, and to have a thorough understanding of the culture in which they live.

This development of the whole person, mentally, physically, and spiritually, is implicit in "Sam Yuk" which is found in the Chinese name of the College. A "Sam Yuk" education includes the following general objectives and methods of implementation:

### **MENTAL**

Students acquire knowledge, skills, and attitudes to pursue their chosen careers, avocations, and interests in order to meet the needs of society and the church. In the process of learning, students are encouraged to aim for excellence and to think independently and creatively. In addition, students learn to appreciate their cultural heritage through bilingualism and an understanding of East and West.

Students attend all scheduled classes and may be absent only for excusable reasons. They are encouraged to spend about two hours of study including preparation time for each class period. The general studies requirements, in particular, pursue a broad liberal arts approach in the curriculum.

### **PHYSICAL**

Students learn to appreciate the dignity of physical labor and the advantages of acquiring manual skills. Each student has the opportunity to develop habits that promote health and physical fitness.

Students participate in an on-campus service programme as community service, and in physical education courses, which are part of the required curriculum. On campus, they partake in a healthful vegetarian diet provided by the college food service. Students do not use tobacco, alcohol, or other harmful drugs. Of the two weeks of spiritual emphasis that the College has each year, one is related to health.

## **SPIRITUAL**

Students are expected to understand Biblical beliefs as understood by Seventh-day Adventists. They learn to make life decisions based on Christian ethics and values. They associate with teachers who demonstrate caring relationships and commitment to service so that students may emulate these traits.

Students attend weekly Chapel periods and the Week of Spiritual or Health Emphasis (aka Gospel Week) every term. As part of their curriculum, they enroll in regular classes in Biblical studies. Dormitory students are expected to attend daily worship services and all students are encouraged to attend spiritual activities such as Sabbath worship services, Wednesday prayer meetings, and Adventist Youth programmes.

# STUDENT LIFE

Student life at Hong Kong Adventist College is designed to help each student understand and appreciate Christianity in the context of a Seventh-day Adventist philosophy of education.

The philosophy aims at facilitating personal growth and maturity. Since character development is the main objective of Christian education, we endeavor to train our students not only in how to acquire knowledge and technical expertise, but also in how to integrate learning into leading a moral life. Thus the College is committed to assisting the student in attaining high moral standards, self-discipline, healthful living, and leadership skills.

The College actively seeks students who are interested in learning from the Bible as the Word of God, participating in worshipping the true God, and desiring to serve in Church and/or society in accordance with God's will.

## CHRISTIAN COMMITMENT

The development of the spiritual life of a student is the College's core value. Therefore, spiritual programmes for worship and witnessing are vital and regular attendance is expected. As this is a Seventh-day Adventist school, students are expected to respect the Adventist way of life, which emphasizes healthful living and encourages daily devotion and rest and worship on the Sabbath.

### **CHAPEL / ASSEMBLY**

The College conducts weekly Chapel or Assembly. These programmes are regarded as a vital part of the total educational process. They address the spiritual and educational needs of the students, promote unity in College life, and provide venues for announcement of events and dealing with general issues of College life. Attendance at these activities is required.

### **SABBATH OBSERVANCE**

Seventh-day Adventists observe Saturday, the seventh day of the week, as God's holy Sabbath day. The purpose of Sabbath observance is a weekly reminder that not human work but God's work is most important to sustain life in this world. The Sabbath is kept from sunset on Friday evening to sunset on Saturday evening. This means the campus community refrains from weekly activities such as work, study, entertainment, amusement, among others. All preparations for the Sabbath such as the cleaning of dormitories or the preparation of clothing are to be completed before the Sabbath begins. All students, staff, and faculty as well as visitors are requested to respect the Sabbath.

### **CHURCH SERVICE**

The Bay View Church of Seventh-day Adventists welcomes students who are interested in church fellowship. In principle, the Church Pastor serves on the faculty of the College. There is a close cooperation between the two institutions in the offering and planning of spiritual activities.

Hong Kong Adventist College considers spiritual services as part of educational training for character development and spiritual growth. Thus, worships are part of dormitory living. Dormitory students are encouraged to participate in prayer meetings, vespers, Adventist Youth meetings, Sabbath school, and Divine Worship which are scheduled by the Bay View Seventh-day Adventist Church.



## **WEEK OF SPIRITUAL / HEALTH EMPHASIS**

Once per term, the College conducts a week of spiritual emphasis involving a special speaker, prayer bands, and other related activities. These weeks are among the high points in the school calendar.

## **OTHER SPIRITUAL ACTIVITIES**

In addition to the spiritual activities listed above, students may also join the Church choir, singing groups, the Adventist Youth organization, evangelistic efforts, and other witnessing activities. Special training seminars are also held occasionally.

## **HEALTH**

Each student is expected to live according to the principles of health. A balance between study, recreation, work, and other aspects of living is desired.

# **GENERAL STANDARDS**

High standards of Christian conduct are expected of every student. These include standards for dress and deportment.

Broadly speaking, students are expected to dress modestly, neatly, and appropriately with no extremes in hairstyles, adornment, or cosmetics that draw undue attention to oneself. No excessive jewelry should be worn.

The language used on campus should reflect the refinement and usage expected of educated persons.

The literature and reading materials brought on campus should be elevating and inspiring; pornographic materials are not allowed in the College. The music played on campus must also be of a high artistic and moral standard. Loud, distracting music is not acceptable and may lead to the confiscation of the musical instrument or equipment.

Tobacco, alcoholic beverages, illegal drugs, gambling, weapons, or anything else that reflects a violation of the laws of Hong Kong are prohibited; the College will not hesitate to involve the police authorities, if necessary. Failure to abide by these general standards or other regulations as published and announced may result in disciplinary action.

# **STUDENT CLUBS**

Academic clubs, under the direction of the Department Chairs, exist to cater for the interests of students in various curriculum areas. In addition, students may organize extra-curricular clubs after consulting with the Dean of Students.

## **RECREATION AND SPORTS**

The College has facilities for recreation and sports: a gymnasium, a fitness center, basketball and volleyball courts, and a play field for football and other events. A paved circular roadway on campus can be used for jogging or walking exercises.

## **SOCIAL AND CULTURAL EVENTS**

The social and cultural events of the entire year are planned and scheduled in the school calendar. There are a number of formal events each year. These events are designed to help students attain refinement in taste and deportment for social and cultural affairs.

## **STUDENT HANDBOOK**

Further details of the behavior expected of each student are given in the *Student Handbook*. Each student is expected to be familiar with these published regulations and guidelines.

## **STUDENT LIFE COUNCIL**

Students' participation in the affairs of the College is exercised through the Student Life Council. This Council organizes programmes and activities that enhance students' intellectual, social, and spiritual development and allows students' input in administrative decisions. Thus, students joining the Student Life Council gain experience, and learn to become leaders.

## **STUDENT SERVICES**

### **ACADEMIC ADVISEMENT**

Each Department Chair acts as an academic advisor for students in his or her department. If a student undecided on a major, he or she should consult with the Academic Dean or with the faculty of the Department offering those courses in which the student is most interested.

### **CAREER AND COUNSELING**

Personal and professional counseling is coordinated through the office of the Dean of Students. Should needs arise, the Dean of Students will work closely with Department Chairs and Residential Deans to make referrals and coordinate support for the well-being of students, and even their families. Counseling services is available in our Counseling Service Center.

### **COMMUNITY SERVICE**

The College believes in the dignity of labor. Each member of the College is encouraged to participate in community and social service. The College provides activities involving manual labor, community work, or other services programmes to develop this concept. Students could fulfil the community service through the course of Service Education (EDUC108).

### **COMPUTER FACILITY**

Computers at the Library with internet connection are available for students to use. Each student will receive an account from the Information Technology Manager with the obligation to comply with the computer use and regulations.

### **DORMITORIES**

A student may apply to reside in the campus dormitory. Since students share furnished rooms, this arrangement allows for social skills development and presents many opportunities for independent as well as cooperative living.

### **FOOD SERVICE**

Balanced vegetarian meals are served in the College cafeteria. The residence fee for dormitory students includes meals in the cafeteria. Day students may eat meals in the Cafeteria at a discounted price.

### **HEALTH SERVICES**

Minor health problems are cared for by one of the health consultants on campus. Referrals can be made, whenever necessary, after initial assessment. The health consults have a list of medical practitioners that students may visit for health concerns.

### **LIBRARY**

The College library supports the academic programmes with a wide variety of educational materials. There are about 50,000 volumes, including a collection of audio-visual equipment and materials, and 105 current periodical subscriptions. Students will find learning materials readily available in the open stacks.

## ORIENTATION

During the opening days of the school year, an orientation to college life is conducted. This event not only helps students to adjust to the school but also assists school personnel in understanding students' needs. Placement tests in English language ability may be administered at this time.

## PUBLICATIONS

Students, under faculty sponsorship, are responsible for the publication of the yearbook, the *Clarion*. The Marketing Department is responsible for the student-faculty directory, *Faces*.

## SPECIAL EDUCATIONAL NEEDS (SEN) ACCOMODATIONS

Hong Kong Adventist College accepts and appreciates diversity in its students, including students with SEN. We recognize at least three types of SEN: Physical and Sensory Disabilities, Learning and Developmental Disabilities, and Mental Illness.

Students with documented SEN are encouraged to inform the College of their disability by contacting the SEN Committee (SENCom) Team via the email address at [diverseability@hkac.edu](mailto:diverseability@hkac.edu) and enter into a dialogue regarding ways in which the College might reasonably accommodate them.

If a student suspects his/her learning difficulties are related to any SEN, he or she is strongly advised to contact the instructor, the dormitory dean, or the SEN Com as soon as possible. All information is handled in the strictest confidence.

Hong Kong Adventist College also provides short-term counseling and testing services to all students on campus at the Counseling Service Center located in Rm 116, Administration Building. Students who need such service may call (852) 3727-0155 during office hours to set up an appointment.

### Types of SEN

Common categories for each type of SEN include but not limited to the following:

#### Type 1: Physical and Sensory Disabilities

- a. Physical Disability
- b. Hearing Impairment
- c. Visual Impairment
- d. Visceral Disability
- e. Speech and Language Impairment

#### Type 2: Learning and Developmental Disabilities

- a. Attention-deficit / Hyperactivity Disorder
- b. Autism Spectrum Disorder
- c. Specific Learning Difficulties

#### Type 3: Mental Illnesses

- a. Mood Disorders
- b. Anxiety Disorders
- c. Psychosis

### SEN Committee

The Special Educational Needs Committee (SENCom) is responsible to the Academic Dean. The purpose of the committee is to provide support to students who have special educational needs. It also advises the administration on related policies and their implementation.

### Membership

The SENCom shall comprise of:

Academic Dean (Chair)

Dean of Students

Psychologist / counselor

School Nurse

A Faculty member with relevant knowledge

The meeting schedule and functions of the SENCom, the process used to identify students with SEN, and the SEN Notification Form are provided in the Student Handbook.

## **SPIRITUAL ASSISTANCE**

The Church Pastor, the Chaplain, and the Faculty are available for spiritual assistance and counseling. Dormitory students should seek the Residential Deans for their spiritual and personal welfare.

## **STUDENT AMBASSADOR PROGRAMME**

### **Purpose**

To recruit spiritual, mission minded, mature, and responsible Adventist College students from North America to come to study and serve as student helpers for one year.

### **Objectives**

- To increase the spiritual atmosphere on campus
- To encourage students' to speak English on campus
- To assist in enhancing students' academic performance
- To enrich an international image of the College

# FINANCIAL INFORMATION

The educational programmes at the College represents a substantial investment on the part of the Seventh-day Adventist Church. The tuition and fees paid by each student defray only a part of the total cost of instruction. Each year much of the operating cost is provided by generous subsidies from the Church and friends of the College.

It is the policy of the College to keep tuition and all other charges at a minimum. When absolutely necessary, actions deemed will be taken by the Board of Trustees to revise the charges to meet rising costs. The College reserves the right to do this without prior notice.

## FEES AND CHARGES

### **APPLICATION FEE**

Application fee for each academic programme is published annually by the Business Office. Application fee is not refundable.

### **TUITION FEES**

Tuition fee for each academic programme is published annually by the Business Office. It is usually paid no more than one month before the beginning of each semester. The entire amount shall become due at registration for students enrolled into the college's programmes including the affiliate programmes and higher diploma programmes. For students who have financial difficulties, payment may be settled by four equal installments subject to arrangements with the Business Office. Students enrolled into the pre-college programme(s) are required to settle the tuition fee at the beginning of each month.

### **GRADUATION FEE**

Graduation fee is published annually by the Business Office. It is collected in January of the year of graduation when the student's final year's programme has been cleared by the Registrar and Academic Dean, showing that it is possible and reasonable for the student to complete all graduation requirements before the commencement service.

### **FOREIGN STUDENT DEPOSIT**

A student whose home is not in Hong Kong or Macau is required to pay a Foreign Student Deposit. The amount of foreign student deposit is published annually by the Business Office. This deposit will be held in trust until the student is ready to return to his or her homeland after all outstanding school expenses have been covered.

The Foreign Student Deposit will be refunded in full if a student's application for a student visa is denied by the Immigration Department of the Hong Kong Government. If a student decides not to attend for any other reason, a service charge at an amount to be published annually by the Business Office will be deducted.

## OTHER MISCELLANEOUS FEES (NON-REFUNDABLE)

*The amount for each fee is to be confirmed annually by the Business Office.*

**Table 1: HKAC Miscellaneous Fees**

|   |          |
|---|----------|
| Late registration                                 | HK\$ 500 |
| Changes in registration                           | HK\$ 100 |
| Examination outside of schedule – per examination | HK\$ 500 |
| English Proficiency Test                          | HK\$ 200 |
| Official transcripts:                             |          |
| Local address                                     | HK\$ 100 |
| Foreign address                                   | HK\$ 150 |
| Express service (local)                           | HK\$ 350 |
| Express service (overseas)                        | HK\$ 500 |
| Replacement copy of diploma                       | HK\$ 500 |
| Recording fee for non-traditional credits:        |          |
| Credit by external examination                    | HK\$ 500 |
| Credit by Proficiency examination                 | HK\$ 500 |
| Credit by correspondence study                    | HK\$ 500 |
| Credit for experiential learning                  | HK\$ 500 |
| Waiver examination                                | HK\$ 250 |
| Parking fee / month - vehicle                     | HK\$ 500 |
| Parking fee / month - motorcycle                  | HK\$ 300 |

### **LATE REGISTRATION**

A student registering after the designated day(s) is charged a late registration fee (see above table). A late registrant may be required to take a reduced course load and is responsible for all missed work. No student may register after the first week of a semester, unless otherwise approved by the Academic Dean.

### **CHANGES IN REGISTRATION TO AUDIT**

A student entering or withdrawing from any subject to “audit” after the “last day to enter any class” as published in the school calendar will be charged a fee (see above table) each time.

### **EXAMINATIONS OUTSIDE OF SCHEDULE**

A final examination may be expected in all regular subjects. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the subject. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam at a time other than the official scheduled time, a fee (see above table) will be charged.

### **HKAC OFFICIAL TRANSCRIPTS**

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies will be charged according to the table above and need to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "**Issued to Student**".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request. Either a local or overseas service charge (see above table) will be levied for earlier issue of a transcript or for sending a transcript by courier or other express services.

**In all cases, a student or an individual must obtain a financial clearance from the Business Office before a transcript shall be issued, including the one provided without charge.**

### **ANDREWS UNIVERSITY OFFICIAL TRANSCRIPTS**

For request of Andrews University official transcript, an online application is available at this website:

<http://www.andrews.edu/services/registrar/forms/transcript-request.pdf>

The students may contact [transcripts@andrews.edu](mailto:transcripts@andrews.edu) if they have questions about their transcript requests.

### **REPLACEMENT COPY OF DIPLOMA**

If an individual requires a replacement copy of the diploma, a fee (see above table) will be charged.

### **NON-TRADITIONAL CREDIT**

#### **Credit by External Examination**

Credit may be granted by the Academic Council upon the presentation of satisfactory proof that equivalent examinations at a tertiary level have been passed at a standard required by the College.

Only a grade of "S" (Satisfactory) will be recorded. A fee (see above table) per subject will be charged.



### **Credit by Proficiency (Challenge) Examination**

A student, who has taken similar training in a different setting than a subject listed in the Bulletin and who can submit evidence that similar content has been covered as stated in a teacher's subject outline, may petition the Academic Council for a proficiency examination. If the petition is approved, the student will be given an examination set by a faculty member appointed by the Academic Council. Upon passing the examination and upon payment of tuition fee, credit equivalent to the existing Hong Kong Adventist College subject will be recorded on the student's record.

Only an "S" grade will be recorded. The examination may be attempted only once. The proficiency examination may not be used to change grades in subjects previously attempted or audited. A fee (see above table) per examination will be charged.

### **Credit by Online Study**

A maximum of sixteen credits may be granted for work done through accredited correspondence study while in residence at the Hong Kong Adventist College. Written permission must be obtained from the Academic Council before correspondence study commences. Correspondence study is included in calculating overall academic load. All work done by correspondence must be completed by one semester prior to graduation.

Credits from accredited correspondence study earned prior to admission are transferable on request and upon recommendation of the Department Chair. A request for transfer of correspondence study credits should be made in the first year of residence. A fee (see above table) per subject will be charged.

### **Credit for Experiential Learning**

A student who has learning experience outside a college setting may petition the Academic Council to receive credit. A student must submit a portfolio or documentary evidence from a supervisor on the nature of the learning experience. Credit granted must correspond to current subject offerings. An examining committee, consisting of the appropriate Department Chair, one faculty member teaching an equivalent subject, and one faculty member from another discipline, will evaluate the materials and recommend credit to the Academic Council. After Academic Council approval and upon payment of tuition fee, credit will be recorded in the student's permanent record.

Only a grade of "S" (Satisfactory) will be recorded. A fee (see above table) per subject will be charged.

### **WAIVER EXAMINATION**

A student with prior experience or training who desires to be exempt from a specific academic subject or requirement may request for a waiver examination. A fee (see above table) is charged for this special examination which may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

## PAYMENT

For students who enrolled into college programmes including the affiliate programmes and the higher diploma programmes, tuition fee is required to be paid at registration.

For students who enrolled into the pre-college programmes such as the Diploma in Pre-University Studies programme (DPUS), tuition is required to be paid on the first working date of each and every month during a school year.

Residence fees must be paid on the first working day of each month.

An account that is past due will be charged a handling fee at 0.5% per month on any unpaid balance. Any student whose account is past due from the previous year must pay in full before registering for the current school year.

## RESIDENCE EXPENSES

Monthly residence fees include food, lodging and laundry for those living in a dormitory. A student who enters the dormitory after the beginning of the month will be charged on a daily basis for the portion of the month he or she uses the facility. School and/or public holidays do not affect monthly fee charges.

## TUITION REFUND POLICY

Tuition refunds are given to students who withdraw from the College or drop individual courses during the academic term. The refund shall be calculated using the method below and shall be based on the date when all the appropriate drop or withdrawal forms with all the required signatures are completed and filed with the Registrar's Office.

If a student withdraws from the College within the first ten calendar days of a semester, tuition paid will be refunded less a handling fee (amount to be determined annually by the Business Office)\*. This applies also to a student who has completed registration and withdraws from College before a semester starts.

All fees paid less application fee will be refunded if the course is withdrawn or not offered. On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of the cessation will be refunded within one month of the premature cessation.

### **COLLEGE PROGRAMMES (including affiliate programmes and higher diploma programmes)**

|       | <b><u>Fall and Spring Semester</u></b>           | <b><u>Summer Session</u></b>                    |
|-------|--|---|
| 100%* | 1 <sup>st</sup> – 10 <sup>th</sup> calendar day  | 1 <sup>st</sup> – 3 <sup>rd</sup> calendar day  |
| 70%   | 11 <sup>th</sup> – 17 <sup>th</sup> calendar day | –   |
| 50%   | 18 <sup>th</sup> – 24 <sup>th</sup> calendar day | 4 <sup>th</sup> – 10 <sup>th</sup> calendar day |
| 0%    | 25 <sup>th</sup> – last day of semester          | 11 <sup>th</sup> – last day of summer session   |

### **DIPLOMA IN PRE-UNIVERSITY STUDIES PROGRAMME**

Tuition paid is non-refundable.

#### **NOTE:**

*The date of withdrawal is determined strictly by the date of submission of the completed withdrawal form to the Registrar's Office during office hours. School and/or public holidays are not deducted in determining the number of days from the time of registration to the date of withdrawal.*

# FINANCIAL AID & SCHOLARSHIPS

The financing of an education at Hong Kong Adventist College is the responsibility of the student and the parents or guardians of the student. When a financial need exists, financial aid may be available. The amount of financial aid available through Hong Kong Adventist College is dependent upon the overall resources of the College and upon the generosity of donors. Financial aid is provided primarily on a basis of need as determined by the difference between college expenses and personal/family resources.

In order to apply for financial aid, a student must submit an application form with full financial details of his or her personal and family financial resources. Scholarship application forms are available from the Business Manager.

The following grants and scholarships are available:

## PARTNERSHIP GRANT

Partnership Grants are provided to students who are accepted by Andrews University as a regular student or to students who are accepted into the Higher Diploma in Enrolled Nursing (General) programme. Students who are admitted under probationary status do not qualify to receive the Grant. The amount of partnership grants provided below may vary from year to year.

### On HKDSE Results:

- HK\$10,000 upon the fulfillment of the minimum entry requirement of 12 points (33222) in HKDSE (level 3 in English & Chinese and level 2 in mathematics, liberal studies and an elective)
- HK\$1,000 for each point above the minimum entry requirement

OR;

### On High (Secondary) School Graduated in GPA Results:

- HK\$10,000 if graduating GPA is 3.00 or above
- HK\$15,000 if graduating GPA is 3.25 or above
- HK\$20,000 if graduating GPA is 3.50 or above

### Annual Renewable Scholarship:

- HK\$10,000 if cumulative GPA is 3.00 or above
- HK\$15,000 if cumulative GPA is 3.25 or above
- HK\$20,000 if cumulative GPA is 3.50 or above

## SEVENTH-DAY ADVENTIST MEMBER SCHOLARSHIP

A student who is a member in good and regular standing or who has a parent who is a member of the Seventh-day Adventist Church is eligible for a scholarship equivalent to a 10% discount on actual tuition charges.

*Procedure:* A student must apply to the Business Manager for the discount during initial college registration and provide a letter of recommendation from a Seventh-day Adventist pastor of his or her home church. The discount is applied to tuition only.

## **CHAN SHUN SCHOLARSHIP**

Chan Shun Scholarship is awarded for academic excellence. A scholarship of HK\$10,000 is awarded to any regular student who achieves a 3.50 cumulative GPA during the Fall and Spring Semester in the school year. A student must also complete a regular academic load consisting of a minimum of 12 credits per semester for college programme, or a minimum of 17 credits per semester for the Diploma in Pre-university studies programme.

*Procedure:* A student does not need to apply for this scholarship; all regular students are eligible. Allocation is determined by the Academic Dean who submits names of students eligible for the Chan Shun Scholarship to the President at the end of the Second semester each year. The scholarship is normally announced during the College's Annual Appreciation/Award Dinner and is credited to the student's account in the following month.

## **MR. JOHN CHANG SCHOLARSHIP**

Mr. John Chang Scholarship was established in October 2021 by Mr. Jacob Chang in memory of his brother Mr. John Chang. Mr. John Chang was an alumnus and was among the first group of local Hong Kong students to enroll in the College. Mr. Chang was an outstanding colporteur, a successful businessman, and a generous supporter of many charitable organizations. The purpose of the scholarship is to provide financial assistance to students who want to pursue education at HK Adventist College and who can demonstrate financial need. Other eligibility criteria include the maintenance of a minimum study load of not less than 12 credit-hours throughout regular semesters and a cumulative 3.0 or above GPA when application is made. The amount of scholarship shall be determined by the Educational Aid Committee after taking into consideration on the number of applicants and other factors. The maximum amount that a student can receive in a school year shall not exceed 20% of the annual tuition (summer excluded). This scholarship is renewable by reapplying annually. The scholarship will be awarded in Fall and in Spring by crediting into the student's account in eight equal installments. Please contact the business office for information on scholarship eligibility and application procedure.

## **MR. NGAN WAI LAM SCHOLARSHIP**

Mr. Ngan Wai Lam Scholarship was established in 2006. Mr. Ngan was a teacher in Hong Kong Sam Yuk Secondary School and devoted his entire life to education. The purpose of this scholarship is to provide financial assistance to students who want to pursue college education at HK Adventist College and who can demonstrate financial need. The amount of scholarship shall be determined by the Educational Aid Committee after taking into consideration the number of applicants and other factors. Other eligibility criteria include the maintenance of a minimum study load of not less than 12 credit-hours throughout regular semesters and a cumulative 2.0 or above GPA when application is made. The maximum amount that a student can receive in a school year shall not exceed 20% of the annual tuition (summer excluded). This scholarship is renewable by reapplying annually. The scholarship shall be awarded in Fall and in Spring semesters of each school year by crediting into the student's school account in eight equal installments. Please contact the business office for information on scholarship eligibility and application procedure.

## SHIH SCHOLARSHIP

Shih Scholarship was established in May 2018 by Mr. Shih Jih Tzer in memory of his father Mr. Shih Qi Zhong, an Adventist and an industrialist. This scholarship provides financial assistance to students who want to pursue college education at HK Adventist College and who can demonstrate financial need. Priority shall be given to ethnic minority students (non-Chinese) either residents or non-residents of Hong Kong. The amount of scholarship shall be determined by the Educational Aid Committee after taking into consideration the number of applicants and other factors. Other eligibility criteria include the maintenance of a minimum study load of not less than 12 credit-hours throughout regular semesters and a cumulative 2.0 or above GPA when application is made. The maximum amount that a student can receive in a school year shall not exceed 50% of the annual tuition (summer excluded). This scholarship is renewable by reapplying annually. The amount of scholarship shall be awarded in Fall and in Spring semesters of each school year by crediting into the student's school account in eight equal installments. Please contact the business office for information on scholarship eligibility and application procedure.

## DR. SAMUEL YOUNG MEMORIAL SCHOLARSHIP

Dr. Samuel Young Memorial Scholarship was established in May 2020 by Dr. Tom Chan, Chairman of Chan Shun International Foundation in collaboration with HK Adventist College in memory of Dr. Samuel Young, the former president of the College in two eras (1962-1968 & 1973-1978) for his contributions and accomplishments during his tenure. The purpose of the scholarship is to provide financial assistance to students who want to pursue college education at HK Adventist College and who can demonstrate financial need. Other eligibility criteria include the maintenance of a minimum study load of not less than 12 credit-hours throughout regular semesters and a cumulative 2.0 or above GPA when application is made. The amount of the scholarship shall be determined by the Educational Aid Committee after considering the number of applicants and other factors. The maximum amount that a student can receive in a school year shall not exceed 50% of the annual tuition (summer excluded). This scholarship is renewable by reapplying annually. The scholarship will be awarded in Fall and in Spring by crediting into the student's account in eight equal installments. Please contact the business office for more information.

**It shall be noted that the combined scholarship and grant that a student receives in a school year shall not exceed 80% of the annual tuition (summer excluded). All applicants shall be accepted by the College under regular admission status.**

## OTHER USEFUL LINKS

### **Grantham Scholarships Fund - Grantham Maintenance Grants**

<https://www.wfsfaa.gov.hk/sfo/en/other/grantsloans/grantham/9.1.10.htm>

### **Student Financial Assistance Fund**

<https://www.wfsfaa.gov.hk/sfo/en/postsecondary/index.htm>

### **Financial Assistance Scheme for Post-secondary Students (FASP)**

<https://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/general/coding.htm>

# **GENERAL COLLEGE - ADMISSION**

## **Multiple (Local and Non-local) Programmes**

The College welcomes any student who wishes to integrate the world of knowledge with the realities of Christian living. Subject to available space, an individual with the necessary academic background, financial resources, and character references and who is willing to accept the policies of the College as well as to adjust to its philosophical, religious, social, and cultural atmosphere may be admitted to the academic programmes. Hong Kong Adventist College accepts each qualified individual without discrimination on the basis of race, sex, age, language, color, national origin, or religion. Disabled applicants may be accommodated provided the courses applied for are those that the applicants are physically able to cope with.

### **ADMISSION REQUIREMENTS**

To be considered academically qualified for **REGULAR COLLEGE ADMISSION**, a student must attain one of the following standards:

#### **A. AFFILIATE UNDERGRADUATE PROGRAMMES – Andrews University**

##### **HONG KONG SYSTEM OF EDUCATION**

Hong Kong Diploma in Secondary Education (HKDSE):

- Level 3 in English and Chinese Language
- Level 2 in Mathematics and Liberal Studies
- Level 2 in an Elective subject

12-year high school programme graduate:

- Overall GPA 2.50

Hong Kong Certificate of Education Examination (HKCEE) (pre-2012):

- Five C grades including English and Mathematics

Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) accredited diploma in pre-university (or college foundation) studies:

- Successful completion with a Graduating GPA of 2.50

Hong Kong Advanced Level Examination (HKALE) (before 2013):

- Three passes including English

##### **CHINA SYSTEM OF EDUCATION**

Senior High School (Grade 12)

- Pass with at least 50% of the term-end and year-end tests

## **SOUTHEAST ASIAN SYSTEM OF EDUCATION**

### Malaysia

Sijil Tinggi Persekolahan Malaysia (STPM) – *Malaysian Higher School Certificate (equivalent to HKALE in Hong Kong Examination System)*:

Three passes including English language

Passed SPM / MCE with at least 5 passes at a grade C including English and Mathematics

### Singapore

General Certificate of Education Advanced Level (GCE-A) (*equivalent to HKALE in Hong Kong Examination System*):

Three passes including English language

### Indonesia

Evaluasi Belajar Tingkat Akhir National: Sekolah Menengah Atas (*National Evaluation of Studies at the Final level: Academic Senior Secondary School*):

Award: Surat Tanda Tamat Belajar Sekolah Menengah Umum Tingkat Atas (*Senior Secondary School Certificate of Completion*)

### Thailand

O-NET (Ordinary National Education Test)

A-NET (Advanced National Education Test)

Students can choose any of the above tests but to be admitted to the local universities, students must also take Central University

Admission System test (CUAS) which comprises 50% of each of the above tests plus half of the Fourth Level Grade Point Average.

## **ASSOCIATE DEGREE**

With Associate Degree or higher qualification from accredited educational agencies recognized by the local government in the applicant's country.

*Students who do NOT meet the minimum requirements may be admitted as a Provisional or Guest student.*

## **B. HIGHER DIPLOMA IN ENROLLED NURING (GENERAL)**

Applicants must meet all of the following criteria:

1. The NCHK's Minimum Entry Requirements for Training of Enrolled Nurses:
  - a. Applicants with Hong Kong Certificate of Education Examination results: Completion of Form 5 or equivalent (e.g. Yi Jin Diploma); or
  - b. Applicants with Hong Kong Diploma of Secondary Education Examination (HKDSE) results: Achieved Level 2 or above in 5 Examinations subjects, including Chinese Language, English Language and Mathematics, in addition to two other passed subjects in Categories A and B, or equivalent; and
2. Be at least 18 years of age before entry to the programme; and
3. Passed an admission interview.

### **C. HIGHER DIPLOMA IN HEALTH AND REHABILITATION SERVICES**

The minimum admission requirements are as follows:

1. Level 2 in five subjects\* in Hong Kong Diploma in Secondary Education (HKDSE) Examination including Chinese Language and English Language, or equivalent; or
2. Successful completion of accredited Qualification Framework Level 3 Foundation Diploma; or
3. Satisfactory completion of the Diploma Yi Jin Programme;
4. Mature applicants (aged 21 or above) with a minimum of two years of related working experience may be considered on an individual basis upon passing an admission interview; and
5. Passed an admission interview
6. All applicants must meet the minimum entry requirements specified in the Combined Health Worker Training Specification of Social Welfare Department (SWD).

### **D. DIPLOMA IN PRE-UNIVERSITY STUDIES (HKCAAVQ accredited)**

Applicants are required to have completed secondary school education with qualifications fulfilling any one of the followings:

- Completion of Senior Secondary 3 or
- Mature applicant of 21 years of age by September when admission is sought.



## ADMISSION PROCEDURES

An applicant for admission must submit all relevant documents and fulfill the following requirements:

1. Submit a completed **Admission Application Form**.
2. Pay the applicable application fee. Fee for each academic programme is confirmed annually by the Business Office.
3. An official transcript of records from high school(s) and college(s) previously attended. The applicant is responsible for having these transcripts sent directly from the previous school(s) to the Registrar.
4. Certified copies of all diplomas, certificates, transcripts, grade reports, test scores, and any other evidence of academic accomplishments attesting to the eligibility and qualification for College entrance.

NOTE: All documents must be **CERTIFIED** by a notary public, magistrate, school principal, or equivalent legal authority. Photocopies without the appropriate original signature or seal are not accepted as evidence of academic achievements. Also, for documents not in English or Chinese, certified translation is required.

If the applicant desires to live in a school dormitory residence, please note the following items:

- a. A completed **Residence Application Form**  
The **Financial Guarantee Form** completed by the sponsor or parent responsible for payment of school expenses. Documented proof of ability to provide financial support must be supplied with the application (for overseas applicants only).
- b. A completed **Health Certificate** or **Physical Examination Form** issued by a registered physician or a reputable hospital.
- c. Pay the Dormitory Reservation Deposit of one month's residence fee. The amount is confirmed annually by the Business Office.
- d. Character references from two reputable persons who have known the applicant personally in an academic or religious setting, but who are not in any way related. These recommendations, on the prescribed forms, should be sent directly to the College Registrar.

Upon receipt of all forms and documents, the Admissions Council takes official action and the applicant is notified of its decision. An official letter of acceptance will be sent to all accepted students.

The student, upon acceptance, should notify the College of the expected date of arrival on campus so that the necessary arrangements can be made to receive him or her. Foreign students should indicate the flight details and time of arrival.

All correspondence or inquiries are to be addressed to:

**The Registrar**  
**Registrar's Office**  
**Hong Kong Adventist College**  
**1111 Clear Water Bay Road**  
**Sai Kung, New Territories**  
**Hong Kong, SAR**

## ADVANCED PLACEMENT

A student who has met the requirements for regular college standing and who has passed additional public examinations, such as the GCE A-Level or the Hong Kong Advanced Level, may be granted advanced standing. Depending on the subjects taken, a student with a pass in the College Level Examination Programme (CLEP) or its equivalent may also be granted this status. In the same manner, a student who has already passed professional examinations from recognized professional bodies such as the Association of Certified Accountants (ACA) will receive similar privileges.

## APPLICATION DEADLINES

The College accepts applications throughout the year. However, a student is not allowed to register for courses after the last official day to enter classes. Late admission may be considered on an individual, merit basis. Although the processing of an application seldom takes more than three (3) weeks (once **all** supporting application materials are received), a prospective student should allow at least six (6) weeks for the application process. A foreign student should plan on an additional six (6) to eight (8) weeks in order to obtain proper visas.

Note: Application dates are varied for the programme of Higher Diploma in Enrolled Nursing (General) [HDEN(G)].

## FOREIGN STUDENT REGISTRATION POLICY

1. All foreign students are required to take a full course load (i.e. at least 12 credits), except for those on academic probation, to fulfill all the major and general studies requirements within the normal 4-year programme (required by the Hong Kong Immigration Department). Summer sessions provide room for the following:
  - a. Extra electives
  - b. Necessary adjustments when programmes are lengthened because of repeat, academic probation, etc.
  - c. Extra language courses as needed to fulfill prerequisites.
  - d. Courses needed when it is foreseeable that the total credits accumulated in 4 years will be less than those needed to graduate.
2. Once registered in a specific major, a foreign student may request for a change in a programme only through a petition to the Academic Council. Approval may be granted only on an individual basis as deemed appropriate by the Council based on the reasons given or other criteria. This change will be immediately reported to the Hong Kong Immigration Department for amendment of their record.
3. A foreign student who is absent from classes beyond the allowed number of absences (regardless of reasons) may be subjected to suspension from continuing his or her study. Absences will be reported to the Hong Kong Immigration Department.
4. All foreign students are required to stay in the dormitory unless appropriate arrangement is made through a petition to the Administrative Committee. Approval for a foreign student to stay elsewhere is subjected to the Council's discretion. If the approval is granted, the student's guardian is required to sign an agreement signifying that he or she will be responsible for the student outside of regular class hours.

## **RE-ADMISSION**

A student who has remained out of school for not more than two consecutive regular semesters is readmitted without having to re-apply, except for the programme of Higher Diploma in Enrolled Nursing [HDEN(G)].

### **RE-ADMISSION OF ACADEMICALLY DISQUALIFIED STUDENTS**

A student who has been academically disqualified may reapply for admission after a break of at least one academic year. However, the student must give evidence of ability to succeed. An academically disqualified student who has been re-admitted must maintain a minimum cumulative GPA of 2.0 each semester.

### **BULLETIN**

A student who has been out of school for less than two consecutive regular semesters is readmitted under the requirements outlined in the Bulletin prior to the time of readmission.

A student who has been out of school for more than two consecutive regular semesters is readmitted under the current requirements outlined in the Bulletin that is in effect at the time of readmission. If a student wishes to follow the degree requirements from a Bulletin in effect prior to the time of readmission, he/she must make a petition to the Academic Council. There is no guarantee that such a request will be granted. Readmitted students should be prepared to follow the current degree requirements as outlined in the current Bulletin.

## **STUDENT STATUS**

### **REGULAR STUDENTS**

A student taking 12 credit hours or more during the regular school term is considered a full-time student. Full-time students during the regular school term are required to attend chapel periods and other scheduled school functions.

Note: The programme of Higher Diploma in Enrolled Nursing (General) [HDEN(G)] accepts only full-time students.

### **PROVISIONAL STUDENTS**

An applicant who does not have all the original documentation may be admitted on a provisional basis for a period of two semesters, during which all known deficiencies must be made up. Credits earned on this basis are not transferable to other institutions until the student is admitted into regular standing.

### **SPECIAL STUDENTS**

An applicant who does not qualify academically as a regular student and who does not plan to complete any college programme but is able to benefit from college course work may be allowed to enroll as a special student. Work done by a special student is recorded as no credit (NC) and may not be applied to any programme at a later date.

### **TRANSFER STUDENTS**

Students in good and regular standing from accredited colleges and universities may be accepted as transfer students.

### **PART-TIME STUDENTS**

A student taking less than 12 credit hours during the regular school term is considered a part-time student. Part-time students during the regular school term are generally required to attend chapel periods and other scheduled school functions.

# **ACADEMIC POLICIES**

The development of academic policies at the College is a continuing process involving both faculty and students in an attempt to provide fair and consistent operating practices for all members of the academic community.

The Academic Council meets regularly to deal with academic matters and to formulate academic policy. A request for any variance from published academic policy must be submitted to this committee on a petition form available from the Registrar's Office.

As academic policies are formulated and revised from time to time, they are announced during assemblies and/or posted on the Registrar's Office bulletin board. Announcements of new or revised policies are considered as official as those published in this Bulletin and will be incorporated in subsequent publications. Changes are available from the Registrar. Changes in academic policies are effective from the date announced.

## **ACADEMIC AUTHORITY**

The Academic Dean is the final authority in all academic matters and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, or grades are not valid unless approved by the Academic Dean. Any action taken by individual faculty members in regard to these matters are advisory only and are binding to the College unless approved by the Academic Dean.

## **ACADEMIC INTEGRITY AND HONESTY**

Academic honesty is the cornerstone of an educational institution. Academic dishonesty, on the other hand, is a threat to the entire academic community and is, perhaps, the most serious violation of trust that can occur in a collegiate community. Hong Kong Adventist College expects high standards of integrity from all members of the institution. Academic honesty is assumed to be the norm in all academic activities.

Academic dishonesty includes:

1. **Plagiarizing**  
This includes but is not limited to presenting research papers, reports (laboratory, reading, case study, etc.), or assignments not based on personal study effort (e.g. copying others published work, and/or not giving credits to other authors).
2. **Cheating on assignments or examinations**  
This includes but is not limited to using learning aids not permitted by the instructor during a quiz, test, or examination; copying another person's answer or using exam or crib notes during an examination; using someone else's answer in a take-home or open-book examination; using any material or mechanical or electronic means that would permit an unfair advantage over other students in the class.
3. **Forgery of signatures or falsification of data**
4. **Unauthorized access to College files or accounts**
5. **Removal, mutilation, or deliberate concealment of materials belonging to the institution**

6. Assisting another in acts of academic dishonesty  
(e.g. falsifying attendance records, providing unauthorized course materials)

It is the responsibility of all faculty members to report all instances of academic dishonesty to the appropriate Department Chair who will then appraise the Academic Dean. It is the responsibility of each student to avoid both dishonest practices and the appearance of dishonesty. Each student should make the necessary effort to ensure that his or her academic work is not used by other students.

### **PENALTIES**

Dishonest work will NOT be accepted at all. A student committing any offense against academic integrity and honesty may receive from the instructor a failing grade in an assignment, in an exam or in a course, without the possibility of withdrawal. The nature of the offense may also result in probation, suspension, dismissal, or permanent expulsion as determined by the Academic Dean in consultation with the Dean of Students and the Academic Council.

## **ACADEMIC LOAD**

### **SEMESTER CREDITS**

Semester credit is the basic unit of measurement in determining academic course work and load at Hong Kong Adventist College. A semester credit is defined as one 50-minute class period per week per semester.

### **ACADEMIC LOAD**

A normal academic load for a student is 12 - 16 credit hours each semester. A normal load usually consists of 4-5 courses plus 1 - 2 activity and/or music courses. A normal load during the summer session is 6-8 credit hours. Correspondence study is included in academic load. No student may take more than 20 credits during a semester or more than 10 credits during a summer session.

Calculation of the amount of time needed to study a given academic load may use this rule of thumb: A student is generally expected to spend 2 to 3 hours in preparation / review / assignment outside of class for each 50 minutes of instructional time. This means a student taking a normal academic load of 16 credits will usually spend 48 to 64 hours each week working on the courses by oneself and class attendance.

A College student with scholastic problems or who is on academic probation may not take more than 12 credits each term. Similarly, a student with a heavy work or extracurricular load should reduce the academic load. An international student is required by Hong Kong Immigration Department policy to take a normal load. (See Foreign Student Policy)

### **OVERLOAD**

A student with a grade point average (GPA) of 3.00 and above during the previous regular semester may be permitted to take up to 18 credits at the discretion of the Department Chair.

A load beyond 18 requires a petition to the Academic Council; this load is usually only opened to students with a GPA of at least 3.30 based on a normal load in the previous regular semester.

## **LANGUAGE PROFICIENCY AND COURSE LOAD**

A College student who has not achieved the required English proficiency will be required to take a reduced college load. (see "English Language Proficiency" Section). The balance of the time of such a student should be devoted to achieving the required English proficiency.

## **STUDENT EMPLOYMENT LOAD**

A student who has part-time employment is expected to adjust the academic course load so that there is a reasonable balance between work and study. In determining the proper balance, the student's ability and previous academic record are considered. The following schedule should serve as a guide:

| <u>Course Load</u> | <u>Student Employment Load</u> |
|--------------------|--------------------------------|
| 12 – 16 credits    | 10 – 20 hours                  |
| 7 – 11 credits     | 20 – 30 hours                  |

Arrangements for work are usually made as part of the registration procedure in consultation with the Business Manager, the advisor, and the Academic Dean.

## **ACADEMIC STANDING**

Academic standing provides an indicator of the student's academic progress and identifies students in academic difficulty who need academic advising and extra help.

The four levels of academic standing are:

- Good Standing
- Academic Warning
- Academic Probation
- Academic Disqualification

### **GOOD STANDING**

A student is classified as on Good Standing when:

1. The semester GPA is 1.76 or above, and
2. The cumulative GPA is 2.00 or above

### **ACADEMIC WARNING**

A student is classified as on Academic Warning when:

1. The semester GPA is 1.75 or below, or
2. The cumulative GPA falls below 2.00.

Students on academic warning are asked to seek advice from their academic advisor.

### **ACADEMIC PROBATION**

A student is classified as on Academic Probation when:

1. The semester GPA is 1.75 or below for two consecutive semesters (not including summer session), and
2. The cumulative GPA falls below 2.00.

Students placed on academic probation,

1. Are restricted to register for a maximum of 12 credits per semester,
2. Are expected to limit extracurricular activities and part-time employment, and
3. Will be referred for academic counseling by their academic advisor.

Students on academic probation are recommended to repeat courses in which they have received a grade "C-" or below in order to raise the cumulative GPA.

### **ACADEMIC DISQUALIFICATION**

A student is classified as on Academic Disqualification when:

1. The semester GPA is 1.75 or below for three consecutive semesters (not including summer session), and
2. The cumulative GPA falls below 2.00.

Students on academic disqualification shall not be allowed to register for classes. They may appeal to the Academic Council for re-admission one year from the date of disqualification.

**Table 2 : Academic Standing Table**

|                           | <b>Semester GPA</b>                           |     | <b>Cumulative GPA</b> |
|---------------------------|---|-----|-----------------------|
| Good standing             | 1.76 or above                                 | and | 2.00 or above         |
| Academic warning          | 1.75 or below                                 | or  | below 2.00            |
| Academic Probation        | 1.75 or below for two consecutive semesters   | and | below 2.00            |
| Academic disqualification | 1.75 or below for three consecutive semesters | and | below 2.00            |

## **ACADEMIC STATUS**

### **RESIDENCE**

Residence is formally established by obtaining regular admission and completion of one semester of full-time study (minimum of 12 credits) with a GPA of 2.00. Extension students establish residence by completion of two consecutive semesters (also minimum of 12 semester credits with a GPA of 2.00).

Until residence is formalized, the governing Bulletin is not established and the College will not formally accept transfer credits or non-traditional credit.

A student is registered in a department and/or major upon initial acceptance. A student who wishes to change department and/or major(s) must indicate this intent on the appropriate form available from the Registrar's Office. A student of undecided major or major not available in HKAC is temporarily in a department selected by HKAC or in the major of General Studies.

## **CLASS STANDING**

Class standing refers to a student's level of completion of a college-level academic programme. There are four classes: Freshmen, Sophomore, Junior and Senior. In addition, these classes which are based on academic standing are organized to provide social and leadership opportunities. Class standing is determined at the beginning of each school year and includes current registration.

### **Freshmen**

An applicant who has met the entrance requirements and has been accepted as a regular student is classified as a Freshmen. All first-time students are initially classified as Freshmen. A student accepted on a provisional basis is also classified as a Freshman but may not advance to the Sophomore standing until he or she has become a regular student. Consideration for advanced class standing may be made for transfer students upon the recommendation of the Registrar.

### **Sophomore**

A regular student who has earned 24 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 32) is classified as a Sophomore. A Sophomore student in any two-year diploma programme may also be eligible to join the graduating class.

### **Junior**

A regular student who has earned 56 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 64) may be classified as a Junior if he/she has declared an academic major and is eligible to take upper-division course work.

### **Senior**

A regular student who has completed 88 credits with a minimum cumulative GPA of 2.00 overall and a 2.25 GPA in the major and who is currently registered for a minimum of 8 credits (for a total of 96) is classified as a Senior. A senior student in four-year diploma or bachelor's programmes may be eligible to join the graduating class, subject to completion of graduation requirements and due process of application to graduate. To join the Senior class, a student must be eligible to graduate at the next commencement and must file for candidacy for graduation with the Registrar's Office.

## **ATTENDANCE AND COURSE CREDIT**

### **ENTRANCE**

Students are not allowed to enter classes unless they are properly registered, meaning that their names appear on the class list issued from the Registrar's office. No credit will be awarded otherwise, even though the student has faithfully attended classes throughout the term and paid the fees.

### **ATTENDANCE POLICY**

Hong Kong Adventist College adopts a strict attendance policy for all students. Regular attendance and punctuality to class is expected of every student. To receive a grade for a course, students are required to be present in at least 80% of all the class hours. For courses with a laboratory component, 80% attendance policy also applies to attendance in the laboratory. In addition, all full-time students are required to attend scheduled school functions, including orientation, assembly, service education and picnic day, organized by the College. Absence in any of these functions may result in disciplinary actions initiated by the Dean of Students.



### **ABSENCE**

The instructor may excuse a student who is absent from classes or assembly with a valid reason, such as personal illness or family emergency. However, excused absence does not exempt the student from the need to make up all possible work or assignments (such as examinations, class assignments, or laboratory work) missed during the absence or tardiness, and to fulfill the attendance policy of 80% overall class attendance. It is also the student's responsibility to check with the instructor immediately upon return to class after an excused absence to determine required make-up work and to complete any work according to the deadline set by the instructor.

### **TARDINESS**

Three occasions of tardiness in a class are equivalent to one absence. A tardiness in excess of 15 minutes is considered to be an absence. Unless otherwise specified by the instructor, a student is considered tardy when the student is absent during the time that attendance is being taken.

### **UNEXCUSED ABSENCE**

A student who misses school assignments or examinations as a result of an unexcused absence or tardiness may not be allowed to make up the work.

## BAD WEATHER ARRANGEMENT

Table 3

|  |   |   |   |  |  |  |   |  |   |
|--|---|---|---|--|--|--|---|--|---|
| <p><b>When Tropical Cyclone Warning Signal No. 3 (or below) or Amber or Red Rainstorm Warning Signal is issued</b></p>   | <p>Classes and examinations will be held as scheduled unless an announcement to the contrary has been made by the College.</p>  |   |   |  |  |  |   |  |   |
| <p><b>When Tropical Cyclone Warning Signal No. 8 (or above) or Black Rainstorm Warning Signal is/will be* issued</b></p> | <p><b>For classes and examinations not yet started</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>When either of the warning signals is issued or in force after 6:00 a.m.</p> </td> <td style="padding: 5px;"> <p>All classes and examinations starting before 1:30 p.m. will be canceled.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>When either of the warning signals is issued or in force after 11:00 a.m.</p> </td> <td style="padding: 5px;"> <p>All classes and examinations starting after 1:30 p.m. will be canceled.</p> </td> </tr> </table> <p><b>For classes and examinations already started</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>When Tropical Cyclone Warning Signal No. 8 (or above) is issued</p> </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>● All classes will be suspended immediately.</li> <li>● All examinations will continue until the end of that examination session unless an announcement to the contrary is made by the College.</li> </ul> </td> </tr> <tr> <td style="padding: 5px;"> <p>When Black Rainstorm Warning Signal is issued</p> </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>● All classes and examinations, except those held outdoors, will continue unless an announcement to the contrary is made by the College.</li> <li>● For outdoor classes and examinations, the responsible faculty member(s) should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.</li> </ul> </td> </tr> </table> | <p>When either of the warning signals is issued or in force after 6:00 a.m.</p> | <p>All classes and examinations starting before 1:30 p.m. will be canceled.</p> | <p>When either of the warning signals is issued or in force after 11:00 a.m.</p> | <p>All classes and examinations starting after 1:30 p.m. will be canceled.</p> | <p>When Tropical Cyclone Warning Signal No. 8 (or above) is issued</p> | <ul style="list-style-type: none"> <li>● All classes will be suspended immediately.</li> <li>● All examinations will continue until the end of that examination session unless an announcement to the contrary is made by the College.</li> </ul> | <p>When Black Rainstorm Warning Signal is issued</p> | <ul style="list-style-type: none"> <li>● All classes and examinations, except those held outdoors, will continue unless an announcement to the contrary is made by the College.</li> <li>● For outdoor classes and examinations, the responsible faculty member(s) should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.</li> </ul> |
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| <p>When Tropical Cyclone Warning Signal No. 8 (or above) is issued</p>   | <ul style="list-style-type: none"> <li>● All classes will be suspended immediately.</li> <li>● All examinations will continue until the end of that examination session unless an announcement to the contrary is made by the College.</li> </ul>   |   |   |  |  |  |   |  |   |
| <p>When Black Rainstorm Warning Signal is issued</p>   | <ul style="list-style-type: none"> <li>● All classes and examinations, except those held outdoors, will continue unless an announcement to the contrary is made by the College.</li> <li>● For outdoor classes and examinations, the responsible faculty member(s) should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home.</li> </ul>   |   |   |  |  |  |   |  |   |

\*As advised by the Hong Kong Observatory

\*Even if Tropical Cyclone Warning Signal No. 8 (or above) or Black Rainstorm Signal has been canceled before the class or examination commencement time.

## CHAPEL / ASSEMBLY ATTENDANCE

Each student is expected to attend the weekly college chapel / assembly. Attendance of designated recreational events such as picnic day is counted under chapel attendance. A student is allowed up to 20% absence per semester. Beyond that, a disciplinary action will be taken to “make up” the attendance. Otherwise an “U” grade will be given. Community services programme will be utilized as the makeup solution for excess chapel/assembly absences. The student is required to complete the makeup within the semester the excess absences were committed. One absence is equal to one hour of community service.

### CHAPEL / ASSEMBLY ATTENDANCE POLICY:

|   |   |                     |
|---|---|---------------------|
| 1. One regular Chapel / Professional Club Meeting             | = | 1 attendance point  |
| 2. School Picnic  | = | 3 attendance points |
| 3. Food & Fun Fair and Alumni Day                             | = | 3 attendance points |
| 4. One Gospel Week day  | = | 1 attendance point  |
| 5. Christmas Programme  | = | 2 attendance points |
| 6. Recreation Day   | = | 3 attendance points |
| 7. Talent Show / Cultural Day / Mission Day / Singing Contest | = | 2 attendance points |
| 8. Any 1 hour specially arranged seminar / lecture            | = | 1 attendance point  |

|                          |   |               |
|--------------------------|---|---------------|
| Note: 3 late attendances | = | 1 absent      |
| Total attendance         | < | 80% = U grade |
| Total attendance         | ≥ | 80% = S grade |

## COURSE INFORMATION

Courses are numbered in an alphanumeric system. The first four letters represent the discipline. Three numbers follow the letters. The first digit designates the recommended year in which the course should be taken. Lower Department courses are numbered from 100 to 299. Upper Department courses are numbered from 300 to 499. The second digit may represent the sub Departments within a discipline.

In general, the following guidelines have been used in course numbering:

|           |   |
|-----------|---|
| 000 - 099 | Remedial and Experiential courses<br>(credits do not apply toward graduation, but do apply to financial aid minimums) |
| 100 - 199 | Courses normally taken during the freshman year   |
| 200 - 299 | Courses normally taken during the sophomore year  |
| 300 - 399 | Courses normally taken during the junior year   |
| 400 - 499 | Courses normally taken during the senior year   |

The first numeral indicates the academic level of the course. The third numeral will indicate course sequencing. Courses, in which the third numerals are 1, 2, and 3, must be taken in sequence. (*For Example, ENGL 121, 122, 123 must be taken in sequence*).

The credit indicated in connection with a course is the credit hour. One credit hour represents one lecture period per week or three clock hours of laboratory work.

The College will make every effort to offer all courses at appropriate intervals. It does reserve the right, however, to alter the sequences or drop courses if unforeseen circumstances in class enrollments or teacher staffing dictate. The class schedule should be consulted for personal planning of course loads and schedules.

When courses specify that they are offered odd or even years, “odd or even” refers to the alternate years in which the academic bulletin takes effect.

## COURSE OUTLINES

Course outlines are generally distributed freely by the instructor to students registered for the course at the beginning of the term.

### DEADLINES

| <u>REGISTRATION</u>                     | <u>Fall and Spring Semester</u>  | <u>Summer Semester</u>          |
|---|----------------------------------|---------------------------------|
| Last day to enter a course              | End of the 2 <sup>nd</sup> week  | End of the 1 <sup>st</sup> week |
| Last day to register                    | End of the 2 <sup>nd</sup> week  | End of the 1 <sup>st</sup> week |
| Last day to change from audit to credit | End of the 2 <sup>nd</sup> week  | End of the 1 <sup>st</sup> week |
| Last day to change to audit grade       | End of the 10 <sup>th</sup> week | End of the 3 <sup>rd</sup> week |
| Last day to withdraw from a course      | End of the 10 <sup>th</sup> week | End of the 3 <sup>rd</sup> week |
| Last day to request an S/U grade        | End of the 10 <sup>th</sup> week | End of the 3 <sup>rd</sup> week |

*Note: For summer session, the duration of some Summer Semesters is only 5 weeks.*

### GRADUATION

|   |                                   |
|---|-----------------------------------|
| Final Year Programme Approval                 | 1 calendar year before graduation |
| Application to graduate                       | 2 semesters before graduation     |
| Application for graduation <i>in absentia</i> | 15 days before graduation         |

### DIRECTED STUDY

Independent study is offered to provide opportunity for a student to have a special academic experience beyond that which is offered in the regular coursework, and is supervised by a faculty member with expertise in the area of study. It is evaluated according to specific goals prescribed in a document of agreement which includes: a description of the work to be done, the basis of grading, the number of credits to be awarded, and an agreed-upon schedule for student-teacher contact.

Independent study is limited to 8 credits in degree programmes. Courses appearing in the College Bulletin shall always be taken under their own course number regardless of class size.

Directed study courses are offered within each department. The content of such courses is determined by the teacher in consultation with the Department Chair.

## ENGLISH LANGUAGE PROFICIENCY

### Overview

Students are expected to have a proficiency level in English language skills comparable to those expected by North American colleges and universities. Standardized English language proficiency test scores are used for determining the placement of students into English language support courses.

### Determination of Exemption

A student may be exempt from taking English language courses with a score of 6.5 and higher on the IELTS, 550 and higher on the TOEFL ITP, 80 and higher on the TOEFL IBT, or 3 and higher on the Hong Kong Diploma of Secondary Education Examination (HKDSE). (For details, please also refer to Table 4.)

Note: The HKDSE can only be used to determine whether or not a student must take English courses, and will not be used as a placement mechanism for English language courses.

Table 4

| Language Test | Must Take English | Exempt from English |
|---------------|-------------------|---------------------|
| IELTS         | 6.0 or lower      | 6.5 or higher       |
| TOEFL ITP     | 549 or lower      | 550 or higher       |
| TOEFL IBT     | 79 or lower       | 80 or higher        |
| HKDSE         | 2 or lower        | 3 or higher         |

### **Placement**

Placement in the HKAC English-language Programme is based on a student's IELTS or TOEFL scores. Students who took the HKDSE and scored 2 and lower may take the CaMLA EPT for placement which is offered during New Student Orientation. The CaMLA EPT is the English placement test used by the Center for Intensive English Programmes at Andrews University. (Note: students cannot take the same version of the CaMLA EPT more than once). Placement will be based on the following test score ranges:

Table 5

| Level | Score<br>(any one of the following)  | English Courses  | Limitations   |
|-------|--|--|---|
| 1     | <b><u>Grammar Section*</u></b> /<br><b><u>Writing Section</u></b><br>IELTS: 5.0 or below<br>TOEFL IBT: 45 or lower<br>TOEFL ITP: 450 or lower<br>*CaMLA EPT: 44 or lower | ENGL051<br>Academic English I:<br>Grammar Emphasis<br><br>ENGL052<br>Academic English I:<br>Reading and Writing<br>Emphasis<br><br>Note: Must score a B<br>grade to exit ENGL052     | May take no more than 4 credits of<br>College-level courses per semester<br><br>May take only courses that do not<br>require comprehensive<br>understanding of the texts in<br>English language in order to pass<br><br>Students who are in ENGL052 are<br>required to take other non-<br>placement English courses |
| 2     | <b><u>Grammar Section*</u></b> /<br><b><u>Writing Section</u></b><br>IELTS: 5.5<br>TOEFL IBT: 46 - 59<br>TOEFL ITP: 451 - 499<br>*CaMLA EPT: 45 - 60                     | ENGL061<br>Academic English II:<br>Grammar Emphasis<br><br>ENGL062<br>Academic English II:<br>Reading and Writing<br>Emphasis<br><br>Note: Must score a B<br>grade to exit ENGL062   | May take no more than 9 credits of<br>College-level courses per semester<br><br>May take only 100 and 200 level<br>courses<br><br>Not allowed to take courses that<br>require intensive<br>research writing skills  |
| 3     | <b><u>Grammar Section*</u></b> /<br><b><u>Writing Section</u></b><br>IELTS: 6.0<br>TOEFL IBT: 60 - 79<br>TOEFL ITP: 500 - 549<br>*CaMLA EPT: 61 or higher                | ENGL071<br>Academic English III:<br>Grammar Emphasis<br><br>ENGL072<br>Academic English III:<br>Reading and Writing<br>Emphasis<br><br>Note: Must score a B<br>grade to exit ENGL072 | May take no more than 12 credits<br>of College-level courses per<br>semester<br><br>May take only 100 and 200 level<br>courses<br><br>Not allowed to take courses that<br>require intensive<br>research writing skills  |

Note:

HKDSE Oral Scores:

|         |  |
|---------|--|
| Level U | ENGL050: Academic English I: Listening and Speaking Emphasis   |
| Level 1 | ENGL060: Academic English II: Listening and Speaking Emphasis  |
| Level 2 | ENGL070: Academic English III: Listening and Speaking Emphasis |

\* Grammar Section will be determined by CaMLA only.

DPUS/GS students who score Level 3 (overall) may register for ENGL080 (ENGL115).

### **Successful completion of the HKAC English-language Programme**

If a student completes the HKAC English-language Programme (by earning at least a B grade in all classes while in two semesters of Proficiency English or one semester of Accelerated Proficiency English), and the placement procedures described above are followed, the English-language proficiency test requirement (IELTS, TOEFL, etc.) will be waived and students will have met the language requirements for the Programme, both for study on the HKAC campus and in transferring to the AU campus.

## **EXTENSION PROGRAMMES**

The College is licensed to offer an evening extension school programme through the Samyuk College Evening Institution (EDB Registration number 14502) and intensive courses at other extension locations.

## **GRADING SYSTEM**

### **GRADE REPORTS**

A grade report is issued at the end of each school term. These final grades are recorded on a student's permanent record. The permanent record (or transcript copy of the permanent record) does not include or list current registration or work in progress.

A student may request for a review of his or her final grades within a week after grade reports have been issued to students. No grade changes are allowed later than one week after the issuance of grade reports.

### **FINAL EXAMINATIONS**

A final examination may be expected in all regular courses. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the course. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam outside of the school schedule, a fee will be charged. (For details, please refer to Table 1 (HKAC Miscellaneous Fees) which is shown in the "Fees and Charges" Section under Financial Information).

### **GRADE POINT AVERAGE (GPA)**

An average of all grades (Grade Point Average) is indicated on a student's grade report and transcript. The College uses a 4.00-point scale. The Grade Point Average (GPA) is computed by dividing the total number of accumulated grade points by the total number of regular credit hours. Although listed in the grade report and in the permanent record, credits with S grades are not counted in computing a GPA. Non-college credit courses are not computed in the college GPA. Only the best grade of a repeated course will be calculated in the GPA.

## **GRADING SYSTEM**

Grades of courses under the AU affiliate programmes or HKAC programmes are issued using the following grade point values:

Table 6

| Grade | Grade Description | Grade Points |
|-------|-------------------|--------------|
| A     | Outstanding       | 4.00         |
| A -   |                   | 3.67         |
| B +   | Very good         | 3.33         |
| B     |                   | 3.00         |
| B -   |                   | 2.67         |
| C+    | Average           | 2.33         |
| C     |                   | 2.00         |
| C -   |                   | 1.67         |
| D     | Pass              | 1.00         |
| F     | Fail              | 0.00         |

The following grade designations are used to indicate course status and work done. These are not used in computing the GPA.

- AU The term audit refers to registration for attendance only. No credit will be granted for a course that is on Audit registration. Auditors must attend at least 80% of the class periods. Those who fail to do so are given a grade of U (Unsatisfactory). A student may change from "credit" to "audit" registration and vice versa within the published time limits. To make this change the student must present the Office of Academic Records with a Change of Registration form with the required signatures. The tuition charge for an audited course is the same as a course taken for credit.
- AW Audit/Withdraw (indicates that audit student attended less than 80% of class)
- DG/IP Deferred Grade or in progress (course not likely to be completed within one semester)
- I Incomplete (course to be completed during the following semester)
- NC No credit (indicates that a student attempted and completed the course but is not eligible for credit)
- NR No report (indicates that no grade was submitted by the instructor)
- S Satisfactory performance (equivalent to a C- grade or better)
- U Unsatisfactory performance
- W Withdrawal from class

### **DEFERRED GRADE (DG)/IN PROGRESS (IP)**

A "DG" or "IP" may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, project and independent study courses, and courses requiring research. The Registrar's Office records a "DG" or "IP" only for courses previously recommended by a Department and approved by the Academic Dean.

An instructor may designate a time limit for a given course or for a specific situation for the "DG" to be changed to a letter grade. A "DG" or "IP" may remain on a student's transcript at graduation if the course does not count toward the degree.

### **INCOMPLETE (I) GRADE**

A grade of “I” indicates incomplete work in a course resulting in the withholding of a final grade. To apply for an “I” grade, a student must fill out the **Incomplete Request Form** available from the Registrar's Office and obtain the required signatures. Permission for an “I” grade requires the approval of the Academic Dean and is given only in exceptional cases. An application for an “I” grade shall be submitted by the eighth week of the term. Incomplete work must be completed by the 7th week of the following term; otherwise the grade on the **Incomplete Application Form** will be entered into the student's permanent record. Incompletes are counted in determining the subsequent term load.

### **MINIMUM GRADE REQUIREMENT**

1. C- is the minimum grade for majors or minors.
  2. D is the minimum grade for general education courses and cognates.
  3. S or U grade may only be assigned to general education and certain practicum courses.
- Note: There may be some variances based upon majors.

### **NO REPORT (NR) GRADE**

The “NR” grade indicates that no grade report was submitted by an instructor. It is a student's responsibility to contact the instructor to determine why no report was issued.

### **REPEATED COURSES**

A student who does not pass a course with a satisfactory grade may repeat the course. Since all work done at the College is permanently recorded, the grade received at the first attempt will not be removed from the permanent record. However, credits are only counted once for any specific course, and the better grade will be used in the computation of grade point averages. Only two repeats for any one course are allowed.

### **SATISFACTORY (S) / UNSATISFACTORY (U) GRADE**

A grade of “S” or “U” indicates that a student completed course work at a satisfactory or unsatisfactory level. This method of grade notation does not affect the GPA. A “S” / “U” grade may only be awarded for free elective courses, FTES courses, or major courses as designated by the Department.

### **WITHDRAW GRADE**

A grade of “W” indicates that a student officially withdrew from a course. “W” grades do not affect GPA. A student with a “W” grade in a course is not eligible to take a proficiency examination in order to receive credit for that course.

## **HONORS AND AWARDS**

### **Dean's List**

Students who complete a term of study with a minimum of 12 semester hours, excluding “S” credits and Incompletes, and attain a grade-point average of at least 3.50, will be acknowledged on the Dean's List.

### **Dean's Certificate of Recognition**

Students who complete a term of study with a minimum of 12 semester hours, excluding “S” credits and Incompletes, and attain a grade-point average of 4.00, will be acknowledged by receiving the Dean's Certificate of Recognition.



## LABORATORIES

Required laboratories are listed in the course description for the regular college programmes. Forty-five (45) hours of laboratory time (usually a weekly three-hour laboratory) are required for courses with compulsory laboratory experience. Hours may vary for the sub-degree programmes.

## LANGUAGE OF INSTRUCTION

Unless otherwise indicated, the language of instruction and assignment is English.

## MAJOR AND MINOR REQUIREMENTS

Each Department lists the subjects that are required for each major and minor programme. A major is a concentration of courses in a discipline or subject area of ~36-44 credits. A minor is a concentration of courses in a discipline or subject area of ~20-24 credits.

## PETITIONS & APPEALS

A student wishing to seek clarification of or to be exempted from any academic policy may do so through a petition to the Academic Council. A petition form is available from the Registrar's Office. A completed petition form along with supporting documents should be submitted to the Registrar at least three working days before each scheduled Academic Council meeting.

### APPEALS

Students' appeals related to grades, academic programmes or degree requirements (e.g. residency requirements, and exemption from courses) and disciplinary matters would be dealt with according to the following procedures:

#### **Grade Appeals**

The student should first seek a satisfactory solution through discussion with the instructor. If this is not possible or the instructor cannot be reached, the student must send a written statement detailing the grounds for the appeal to the chairperson of the Department in which the grade was earned. This written request must be received by the Department Chair within seven working days from the date when grades are available. The Department Chair will then initiate the school's procedures to review the appeal. The student will be notified of the decision within five working days. The student may appeal this decision in writing to the Academic Council within seven working days of notification. A completed appeal form along with supporting documents should be submitted to the Registrar at least five working days before each scheduled Academic Council meeting. The Academic Council's decision is final on all grade appeals. All decisions would be sent to the Registrar's Office for verification and record.

#### **Appeals of Academic Programme or Degree Requirements**

A written petition along with supporting documents should be submitted to the Department Chair of the appropriate Department detailing the grounds for the appeal. The Department Chair will respond in writing with a decision. The student may appeal this decision in writing to the Academic Council within seven working days of notification. The Academic Council's decision is final. All decisions would be sent to the Registrar's Office for verification and record.

### **Appeals of Disciplinary Matters**

The student may appeal in writing to the Dean of Students' Council within five working days of notification. A completed appeal form detailing the grounds for the appeal should be submitted to the Dean of Students. The Disciplinary Form is available in the Registrar's Office. The student will be notified of the decision within five working days. The decision of the Dean of Students' Council is final. All decisions would be sent to the Dean of Students' Office for verification and record.

## **PRACTICUM/FIELD EXPERIENCE**

Directed Study in a practical setting. One academic credit requires a minimum of 45 hours of work. For clinical practicum, please refer to the clinical handbooks published by the Division of Nursing and Allied Health.

## **PREREQUISITES**

Each student must meet prerequisites before enrolling for a course. The prerequisites for each course are listed at the end of the course description. Any exceptions to prerequisite requirements must be recommended by the instructor and the appropriate Department Chair and may require Academic Council approval.

## **INDEPENDENT STUDIES**

Independent studies are available only for courses listed in the college Bulletin, and are given only under extraordinary circumstances along the following guidelines:

### **PURPOSE**

Independent studies may be used as a last resort to resolve conflicts of scheduling, meet graduation requirements, and stay on track when scheduled classes are canceled by the College.

### **QUALIFICATIONS**

Third- and fourth-year students are qualified to apply for independent studies possess the necessary background are to benefit from this approach.

### **CONTENT**

Students, in consultation with the instructor, are required to draw up a course outline specifying all the learning activities for the designated time period and agree upon the standard achievement for evaluation purposes. Research, especially that involving primary sources of information, is encouraged. Trained observation and supervised practical experiences may also be included.

### **TIME REQUIREMENT**

There should be a minimum of 30 clock hours of meaningful and purposeful work for each credit. In lieu of class attendance, a minimum of three hours of student-instructor consultation are required.

## **REGISTRATION**

The academic year at Hong Kong Adventist College is divided into three school terms: Fall Semester, Spring Semester and Summer Session. A student is required to register during the days published in the Academic Calendar. The registration procedure usually includes completion of forms from the Registrar's Office, faculty advice, financial clearance, and programme approval. Registration is officially completed only after all fees are paid, all completed forms are accepted by the Registrar's Office, and a registration notice is issued.

### **NEW STUDENT ORIENTATION**

All new students are expected to be present at the new student orientation programme as scheduled. This programme is designed to introduce new students to life at Hong Kong Adventist College, to provide entrance and placement tests, to introduce students to their academic advisors, to begin academic advisement, and to initiate registration.

### **LATE REGISTRATION**

A student who registers after the designated day(s) is charged a late registration fee (see "Fees and Charges" Section). A late registrant may be required to take a reduced course load and is responsible for all missed work. No student may register after the last official day to enter classes.

### **CHANGES IN REGISTRATION**

A student may enter or withdraw from any course without charge during the first week of each semester. After the first week, a fee (see "Fees and Charges" Section) is charged each time for changes made in their programme. A student may not enter a course after the second week of the regular semester and after the first week of a summer session. A Change of Programme form, available from the Registrar's Office, must be used for any changes in registration.

### **AUDIT REGISTRATION**

Regular students who are registered for 12 credits of class work may, in addition, audit a course by permission of the instructor and the department chair. Students may change their registration from credit to audit through the tenth week of the semester. Students who have taken a course under the audit provision will not be permitted to challenge the course later on.

Special students may register to audit courses for which they pay regular tuition fees. Registration may not be changed from audit to credit.

Regular attendance policies apply to all audit students. Audit students must conduct themselves in such a manner so as not to interfere with the rights of students taking the course for credit. No grades or credits will be issued or recorded for audit courses. Such courses will be recorded only as AU.

### **REGISTRATION RECORD**

During registration, an initial registration notice is issued to each student. After the first week, a final registration notice is issued. A student must report any errors to the Registrar's Office within two working days after the final registration notice has been issued. Official class lists, which are issued to instructors, are based on the official registration notice.

### **CANCELLATION OF COURSES**

The College reserves the right to cancel a class according to circumstances. The following factors will be taken into consideration in determining whether to offer a class with fewer than five students: teacher loading, teacher availability, sequence of courses in major and general studies requirements, as well as the needs of the students.

### **CHANGE OF CLASS SCHEDULE**

The College reserves the right to change the class schedule according to circumstances such as conflict of classes and time. Priority will be given to students who are graduating within the school-year.

## **SEQUENCE OF COURSES**

Credit is not usually granted for beginning or introductory courses taken after more advanced courses in the subject area have been completed. If permission is granted for a waiver of prerequisites for a more advanced course, the prerequisite course, if taken later, will not count in meeting total credits required for graduation.

# **TRANSCRIPTS**

## **OFFICIAL TRANSCRIPTS**

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies require a fee (see "Fees and Charges" Section) to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "Issued to Student".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request for a transcript. A service charge will be levied for the earlier issue of a transcript (HK\$300) or for sending the transcript by courier or other express services.

## **WITHHOLDING OF TRANSCRIPTS**

The College reserves the right to withhold information concerning the permanent record, transcript, or other records of any student whose account is in arrears. No transcript will be issued until all of a student's financial obligations to the College have been met.

## **TRANSCRIPTS RELEASE TO THIRD PARTY**

The academic transcript provides the full record of a student's academic results and performance. This record may only be released to a third party with a signed written consent/authorization of the student, in accordance with the Personal Data (Privacy) Ordinance established in 1996.

## **REPLACEMENT COPY OF DIPLOMA**

If an individual requires a replacement copy of the diploma, a fee ( "Fees and Charges" Section) will be charged.

## **TRANSFER AND NON-TRADITIONAL CREDIT**

### **NON-TRADITIONAL CREDIT**

Since it is recognized that learning can take place outside the college setting, a student may take up to 24 non-traditional credits. A student must establish college residence (a minimum of one academic semester of full-time course work) before an application for non-traditional credit will be considered. See pages 22-23 for details about the different non-traditional credits

### **TRANSFER CREDIT**

Transfer credits from accredited colleges and post-secondary institutions (including credit from an accredited home study or distance learning institution completed prior to initial enrollment at Hong Kong Adventist College) may be granted on an individual basis. A complete, official transcript from the former school(s) must be on file in the Registrar's Office before transfer credits will be considered. For affiliation programmes, the credits presented for transfer must be for college level courses in which the student has earned a grade of "C-" or higher.

Credits are accepted only if they meet the requirements (major, minor, concentration, general studies, or general electives) of the programmes offered at Hong Kong Adventist College and if they conform to similar courses offered at Hong Kong Adventist College or by a recognized or accredited, liberal arts college or university. Once transfer credits have been approved by the Academic Council, the name of the institution and the total number of equivalent credits transferred will be noted on the transcript.

Transfer credits from non-accredited institutions are considered on a case-by-case basis. Full documentation with course descriptions and course outlines and validation are required.

Requests for transfer of credits may be made through the Academic Council only at the time of admission to the affiliate programme, or at the time when a change of programme is approved, or if a petition to accept the course was approved and on file before the course was taken.

## UPPER DIVISION COURSE RESTRICTIONS

All first-year College students (Hong Kong Adventist College and Andrews University affiliated) are normally restricted to register for lower division courses numbering between 100 and 200. In order to register for upper division courses, students must have a pass in ENGL115 College Writing I. While students may take upper division course after successful completion of ENGL115 College Writing I, they may not take upper division courses that require intensive or professional research writing skills until after successful completion of ENGL215 College Writing II.

## WAIVERS

A student with prior experience or training who desires to be exempt from a specified academic course or requirement may petition the Academic Council for a waiver upon submission of proper documentation. When necessary, the student may be given a waiver examination as directed by the Academic Council. A fee of HK\$250 is charged for this special examination. A waiver examination may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

## WITHDRAWAL

Withdrawal is considered a serious decision and should be made in counsel with the student's advisor.

The College administration reserves the right to require a student to withdraw at any time for reasons considered sufficient to justify such a measure. Such reasons include continued academic failure or unwillingness to abide by college regulations and principles. Re-admission will be considered on individual merit.

### **WITHDRAWAL FROM COLLEGE**

A student who wishes to withdraw from the College must complete the **Total Withdrawal from College Form**, obtained from the Registrar's Office. This process includes withdrawal from all classes, clearance from the advisor, Business Office, the Librarian, the Residence Hall Dean (for dormitory students), and submit to the Registrar.

### **COURSE OR PROGRAMME CHANGE OR WITHDRAWAL**

A student who wishes to add a course or to withdraw from a course or a programme must complete and file appropriate forms supplied by the Office of the Registrar. This should be done in consultation with the student's Advisor and/or the Academic Dean.

Any student who enrolls in a class and fails to attend and/or to withdraw from that class within the prescribed time will receive a letter grade of "F".

A student who withdraws from any course between the third and the eleventh week of a semester will receive a grade of "W" for that course. A student may not withdraw from a course(s) after the eleventh week. This does not apply to total withdrawal from school.

# GRADUATION REQUIREMENTS

## ACADEMIC REQUIREMENTS

### A. AFFILIATE UNDERGRADUATE PROGRAMME – ANDREWS UNIVERSITY

1. A candidate must complete a minimum of 62 semester credits for the two-year programmes and 124 semester credits for the four-year programme. The four-year programme also requires completion of a minimum of 30 upper division credits.
2. A candidate must complete the general studies requirements as specified in the governing bulletin.
3. A candidate must complete the Departmental requirements for at least one major area of study. This should be recorded in the student's permanent record by the beginning of the Junior year.
4. The GPA in the major(s) and minor(s) must be a minimum of 2.25. No grades below a "C-" may apply to the major or minor.
5. The overall GPA must be a minimum of 2.00 (C) for graduation. (Individual programmes may have higher minimum GPA requirements.)
6. All "I" (Incomplete) grades, transfer work, and correspondence study must be completed before the final semester in residence.
7. Some departments require students to pass the departmental qualifying examination to ascertain his or her mastery in the major discipline. This examination is internally produced by the relevant departments. A qualifying examination guide which includes regulations and study areas is provided by the programme leader to a prospective candidate at least one term before the examination. A candidate is expected to sit for the qualifying examination as scheduled (usually within the first month of the final term of residence). Please refer to individual programme for details.

### B. HIGHER DIPLOMA IN ENROLLED NURSING (GENERAL)

The graduation requirements for Higher Diploma in Enrolled Nursing (General) are as follows:

1. Complete successfully all the courses in the curriculum.
2. Achieved no grade below D in any course taken, or have passed the retake course at D or higher grade.
3. Earn a cumulative grade point average (CGPA) of 2.0 or above at graduation.
4. Pass all skill tests and clinical assessments, and have fulfilled the designated number of clinical hours.
5. A minimum of 80% attendance requirements of each course, and 100% attendance requirements of clinical practicum.



## **C. HIGHER DIPLOMA IN HEALTH AND REHABILITATION SERVICES**

The graduation requirements for Higher Diploma in Health and Rehabilitation Services are as follows:

1. Successful completion of all 254 QF credits including a total of 120 hours of practicum
2. A cumulative Grade Points Average (GPA) of 2.0 or above must be achieved with grade D (pass) or above in all Generic courses and C (satisfactory) or above in all Specialized Courses
3. Pass all the laboratory skills, practicum appraisals; and
4. Have achieved the attendance rate of 80% in all classes
5. For the nine courses designed to incorporate the SWD's Combined Health Worker training components:
  - a. Students must have attained at least 90% attendance; and
  - b. Obtained pass (at least 60%) in all written assessments; and
  - c. Obtained pass (at least 60%) in all skill tests and practicum appraisal

## **D. DIPLOMA IN PRE-UNIVERSITY STUDIES**

The graduation requirements for Diploma in Pre-University Studies (DPUS) are as follows:

1. Pass all courses enrolled;
2. Obtain a CGPA of 2.00 or higher;
3. Attend at least 80% of each course enrolled;
4. Attain at least a B grade in conduct.

# GRADUATION POLICIES

## **ATTENDANCE AT GRADUATION**

Each candidate is required to participate in all graduation exercises (i.e. Baccalaureate and Commencement). A written request for graduation *in absentia* must be approved by the President before graduation (at least 10 days before Commencement). Failure to participate in graduation exercises may result in forfeiture of graduation rights and privileges at the discretion of the President.

## **CANDIDACY**

One calendar year before graduation, a prospective graduate shall file with the Registrar a programme approved by the Department Chair showing that it is possible and reasonable for the prospective candidate to complete requirements within the next three terms.

A prospective graduate must submit an Application to Graduate Form to the Registrar no later than the first week of the student's final year. The above form is available from the Registrar. When a candidate is cleared for graduation by the Registrar (clearance includes verification that a student is eligible to graduate and verification of documents of secondary school completion, transcripts of any transfer credits from other accredited institutions or from external examinations, and documents of any exemptions from the regular programme) and is recommended by action of the Academic Council, the college President will extend an official invitation to the candidate to join the graduating class (as a senior or associate member) and to participate in graduation exercises. Granting of the diploma or degree is always subject to successful completion of the proposed programme within the current school year.

## **CONDUCT**

Good conduct is considered an important requirement for graduation. A candidate who brings the standards of the College into disrepute may not be eligible to participate in graduation exercises.

## **GOVERNING BULLETIN**

The Bulletin when a student initially registers is used to determine programme and graduation requirements. A student may choose to follow the requirements of any later Bulletin while in residence. Course offerings are determined by the current Bulletin.

If a student breaks residence for more than one school year, the requirements of the bulletin at the time of re-admission will be used. A graduate who returns for further study is required to follow the regulations of the bulletin at the time of return. Service for one year as a Hong Kong Adventist College student missionary is not considered as a break in residence; a Hong Kong Adventist College student missionary returning from service of more than one year must request the Academic Council's approval if wishing to choose the bulletin in effect at initial registration.

A student who enrolls for a second degree is governed by the bulletin in effect at the time of re-enrollment.

## **GRADUATION WITH HONORS**

A candidate may graduate with honors if he or she achieves an exceptional cumulative grade point average (with no grade below a C- in any course attempted). Honors are awarded as follows:

|                 |              |
|-----------------|--------------|
| Cum laude       | 3.50 – 3.749 |
| Magna cum laude | 3.75 – 3.899 |
| Summa cum laude | 3.90 – 4.000 |

## **MAJOR**

A candidate is expected to select a major by the beginning of the junior year. A change in major may result in delays in completion of programme requirements.

## **MINOR**

A candidate who wishes to have a minor listed on the permanent record must complete all listed Departmental requirements.

## **RESIDENCY REQUIREMENTS**

1. For two-year diploma candidates, a minimum of 20% of the requirements in each major and minor must be taken at HKAC in residence.
2. Degree candidates must be in residence the two consecutive semesters preceding graduation. A minimum of 25% of the requirements in each major and minor must be taken at HKAC in residence.
3. Transfer students must be in residence the two consecutive semesters preceding graduation and must complete a minimum of 30 credit hours, including 8 upper-division semester hours in the major and 2 upper-division credit hours in the minor.

*(For students in the AU Affiliate Programme, the residency requirement policy of AU, if different, will apply instead).*

## **SECOND DEGREE**

A student who wishes to earn a second degree must meet all major and cognate requirements for a second major, a minimum of 30 additional credits beyond the first degree, and fulfill the regulations (including any general studies requirements beyond those required for the first degree) of the Bulletin at the time of re-admission. Re-admission is *de facto* even if there is no actual break between completion of first degree and commencement of second degree. The major of a second degree must be in an area of a different nature from the first degree.

Students with professional training need to fulfill the components of General Education only up to 12 credits.

*(For students in the AU Affiliate Programme, the second degree policy of AU, if different, will apply to instead).*

# ACADEMIC DIVISIONS AND PROGRAMMES

## ACADEMIC DIVISIONS

### Division of General Education and 2 + 2

Department of General Education

- Mathematics and Science
- Humanities

Diploma in Pre-University Studies

### Division of Nursing and Allied Health

Department of Nursing

Department of Allied Health

### Division of Andrews Affiliate Programmes

Department of Business

Department of Health

Department of Psychology

Department of Religion

## ACADEMIC PROGRAMMES

In conjunction with an affiliation with Andrews University, Michigan, USA, the College offers these bachelor degrees awarded by Andrews University:

|  |                                   |
|--|-----------------------------------|
| <i>Bachelor in Arts in Religion</i>                              | <i>(Registration No.: 261684)</i> |
| <i>Bachelor of Health Science in Wellness (Fitness Emphasis)</i> | <i>(Registration No.: 262892)</i> |
| <i>Bachelor of Science in Psychology</i>                         | <i>(Registration No.: 261680)</i> |
| <i>Associate of Science in General Business</i>                  | <i>(Registration No.: 262891)</i> |

The following programmes are licensed by the Education Bureau (Registration No.: E.D. 1/28221/60)

### Four-year Diploma Courses\*:

*Business Management*  
*Industrial Management*  
*Language and Literature*  
*Religion and Theology*  
*Science and Mathematics*  
*Social Science and Humanities*

\*Not currently offered

### One-year Certificate Courses:

*English Proficiency*  
*Bookkeeping and Accounts*  
*Certificate in Christian Counseling*

The following programmes are accredited by Hong Kong Council on Academic Accreditation and Vocational Quality (HKCAAVQ):

|   |   |
|---|---|
| <i>Higher Diploma in Enrolled Nursing (General)</i>         | <i>(Registration No.: 22/000791/L4)</i> |
| <i>Higher Diploma in Health and Rehabilitation Services</i> | <i>(Registration No.: 21/000501/L4)</i> |
| <i>Diploma in Pre-University Studies (DPUS)</i>             | <i>(Registration No.: 13/000572/L3)</i> |

The following programme is accredited by the Nursing Council of Hong Kong (NCHK)

*Higher Diploma in Enrolled Nursing (General)*

# **DIVISION OF NURSING AND ALLIED HEALTH DEPARTMENT OF NURSING**

## **HIGHER DIPLOMA IN ENROLLED NURSING (GENERAL)**

HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC AND VOCATIONAL  
QUALIFICATIONS ACCREDITED PROGRAMME: QF LEVEL 4

(Registration Number: 22/000791/L4)

### **Programme Objectives**

This programme is designed to provide students with a solid foundation in nursing and a range of general education. It aims to equip students with professional knowledge and competent skills as specified in the Nursing Council of Hong Kong for enrolled nurses (EN).

1. To equip students to achieve the core competencies of an Enrolled Nurse (General) to provide clients of all ages and their families with safe, effective and ethical care; and
2. To prepare students to develop the generic skills to be well-rounded nurses, such as self-directed learning and enquiry-based skills, in support of their professional development as a nurse.

### **Programme Intended Learning Outcomes**

1. To acquire theoretical knowledge and competencies needed for providing safe, caring, and ethical nursing care within the scope of an EN in hospital and community care.
2. To apply the knowledge and skills to promote health, prevent diseases and provide health education to individuals, families, and the community;
3. To equip with necessary life and social sciences knowledge and generic skills, including languages, communication, and interpersonal relationships.
4. To demonstrate personal attributes of caring, as well as reasoning, problem solving and critical thinking necessary for quality patient care and teamwork.
5. To acquire the ability to foster one's own professional and personal development.

### **Professional Recognition**

The programme is recognized by the Nursing Council of Hong Kong (NCHK) as a pre-enrolment nursing training programme. Graduates are eligible to apply for the enrolment as EN with the NCHK.

### **Admission Requirements**

Applicants must meet all of the following criteria:

1. The NCHK's Minimum Entry Requirements for Training of Enrolled Nurses:
  - a. Applicants with Hong Kong Certificate of Education Examination results: Completion of Form 5 or equivalent (e.g. Yi Jin Diploma); or
  - b. Applicants with Hong Kong Diploma of Secondary Education Examination (HKDSE) results: Achieved Level 2 or above in 5 Examinations subjects, including Chinese Language, English Language and Mathematics, in addition to two other passed subjects in Categories A and B, or equivalent; and
2. Be at least 18 years of age before entry to the programme; and
3. Passed an admission interview.

**Table 7 : Programme Curriculum**

|  |   |  |   |
|--|---|--|---|
| <b><u>Year 1 Semester 1</u></b>                      |   | <b><u>Year 1 Semester 2</u></b>                    |   |
| BIOL111 Anatomy & Physiology I                       | 3 | BIOL112 Anatomy & Physiology II                    | 3 |
| RELB100 Life Education & Healing                     | 3 | CLNL110 Clinical Microbiology & Pharmacology       | 3 |
| NURS100 Applied Psycho-Social Aspects of Healthcare  | 3 | NURS111 Introduction to Medical & Surgical Nursing | 3 |
| NURS101 Fundamental Concepts of Nursing              | 4 | NURS112 General Nursing Care I                     | 4 |
| NURS102 Clinical Nursing Skills I                    | 3 | NURS113 Clinical Nursing Skills II                 | 3 |
| CLIN101 Clinical Practicum I                         | 5 | CLIN102 Clinical Practicum II                      | 5 |
| <b><u>Year 2 Semester 1</u></b>                      |   | <b><u>Year 2 Semester 2</u></b>                    |   |
| ENGL201 English Language For Healthcare Professional | 3 | CHIN102 Practical Chinese in Health Care           | 3 |
| RELB213 Professional Ethics & Spiritual Care         | 3 | INFS201 Introduction to Information Technology     | 3 |
| NURS201 Family Health Nursing                        | 3 | NURS211 Holistic Care of Older Persons             | 3 |
| NURS202 General Nursing Care II                      | 4 | NURS212 General Nursing Care III                   | 4 |
| NURS203 Health Promotion & Community Health          | 3 | NURS213 Professional Nursing                       | 4 |
| CLIN201 Clinical Practicum III                       | 5 | CLIN202 Clinical Practicum IV                      | 5 |

# DEPARTMENT OF ALLIED HEALTH

## HIGHER DIPLOMA IN HEALTH AND REHABILITATION SERVICES

HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC AND VOCATIONAL  
QUALIFICATIONS ACCREDITED PROGRAMME: QF LEVEL 4

(Registration Number: 21/000501/L4)

### Programme Objectives

The Higher Diploma in Health and Rehabilitation Services (HDHRS) programme is a two year full time programme that aims to provide an opportunity for students to acquire professional training and a broad foundational knowledge and skills in relevant healthcare disciplines including nursing, community health, and rehabilitation services. Upon the completion of the first year of the programme, students will be eligible for registration as health workers with the Social Welfare Department.

### Programme Intended Learning Outcome

Upon completion of the Higher Diploma in Health and Rehabilitation Services programme, learners should be able to:

1. Demonstrate competency in basic caring and communication skills necessary for working in the field of health and rehabilitation services.
2. Understand the fundamental knowledge of health and rehabilitation sciences as well as ethical issues related to the health care fields.
3. Display positive attitude and a personal goal for continuing lifelong learning.
4. Equip with necessary generic skills, including languages, information technology, interpersonal communication, reasoning skills, and the ability to learn effectively.
5. Acquire the essential practical skills as a health worker / rehabilitation assistant (Specialized Practical Skills).

### Minimum Admission Requirement

1. Level 2 in five subjects\* in Hong Kong Diploma in Secondary Education (HKDSE) Examination including Chinese Language and English Language, or equivalent; or
2. Successful completion of accredited Qualification Framework Level 3 Foundation Diploma; or
3. Satisfactory completion of the Diploma Yi Jin Programme;
4. Mature applicants (aged 21 or above) with a minimum of two years of related working experience may be considered on an individual basis upon passing an admission interview; and
5. Passed an admission interview
6. All applicants must meet the minimum entry requirements specified in the Combined Health Worker Training Specification of Social Welfare Department (SWD).

**Table 8: HDHRS Programme Curriculum**

| <b><u>Year 1 Semester 1</u></b>                                     |   | <b><u>Year 1 Semester 2</u></b>         |   |
|---|---|---|---|
| ENG101 General English  | 3 | CHIN105 Practical Chinese               | 3 |
| BIOL111 Anatomy & Physiology I                                      | 3 | BIOL112 Anatomy & Physiology II         | 3 |
| CLNL110 Clinical Microbiology & Pharmacology                        | 3 | HLTH105 Health Assessment               | 3 |
| HLTH108 Introduction to Rehabilitation & Community Health           | 3 | HLCR220 Elderly Care                    | 3 |
| HLCR210 Applied Psycho-Social Aspects in Healthcare                 | 3 | NRSG101 Fundamentals of Nursing         | 3 |
| Practicum I (2 weeks) Elderly Home and Home for the Disabled        |   |   |   |
| <b><u>Year 2 Semester 1</u></b>                                     |   | <b><u>Year 2 Semester 2</u></b>         |   |
| ENGL201 English for Healthcare Professional                         | 3 | HLTH130 Nutrition                       | 3 |
| MATH105 Mathematics for the Misinformation Age                      | 3 | RHBT230 Speech Therapy & Rehabilitation | 3 |
| RHBT210 Physiotherapy & Rehabilitation                              | 3 | COMM120 Interpersonal Communication     | 3 |
| RHBT220 Occupational Therapy & Rehabilitation                       | 3 | INFS101 Introduction to IT              | 3 |
| PESC210 Professional Ethics and Spirituality Care                   | 3 | RELT101 God and Human Life              | 3 |
| Practicum II (1 week) Acute Care Hospital and Rehabilitation Center |   |   |   |



# DIVISION OF ANDREWS AFFILIATE PROGRAMMES

## Andrews Core Experience (ACE) for Bachelor's Degrees 2023-2024

Table 9

| Learning Categories/ACE Core Experience Courses   | Credits | Learning Outcomes/Descriptors  |
|---|---------|--|
| Foundations   | 18      | <i>Study of essential ways of living, thinking, and communicating--typically taken in the first year</i>                           |
| Wellness<br>HLED 135 Wellbeing 360 (3)  |         | Skill: Wellness (Outcome 1)  |
| Mathematics<br>MATH 145<br>Mathematics for the (Mis)Information Age (3)*<br><i>or a higher-level MATH course</i>  |         | Skill: Quantitative Literacy (Outcome 1)<br>Core Field (Outcome 2)   |
| Communication<br>• COMM 104 Communication Skills (3)<br>• ENGL 115 College Writing I (3) OR<br>ENGL 117 College Writing I: Writing Across Cultures (3)<br>• ENGL 215 College Writing II (3)   |         | Skills: Communication (oral) (Outcome 1)<br>Communication (written) (Outcome 1)<br>Information Literacy (Outcome 1)                |
| Faith Foundation<br>RELT 100 God and Human Life (3) OR<br>RELB 210 Jesus in His Time and Ours (3)   |         | Affirm Faith (Outcome 3)   |
| Faith   | 9       | <i>Study of God and God's connection to the human experience through revelation</i>  |
| Breadth or depth<br>Additional 9 credits from RELB, RELG, RELP,<br>or RELT  |         | Affirm Faith (Outcome 3)   |
| Arts & Humanities   | 9       | <i>Study of human experience through analysis of human artifacts and participation in the arts</i>                                 |
| History<br>HIST 110 Worldviews, Cultures and Gods (3)   |         | Skill: Engaging Diverse Perspectives (Outcome 1) Core Field (Outcome 2)  |
| Theory—One or two courses from:<br>• ARTH 220 Language of Art (3)<br>• ENGL 255 Studies in Literature (3)<br>• MUHL 214 Enjoyment of Music (3)<br>• MUHL 250 Music to Change the World (3)<br>• PHIL 224 Introduction to Philosophy (3)<br>Experience—If only one theory course, remaining credits from:<br>• Studio Art<br>• Ensemble<br>• Applied Music<br>• Elementary or Intermediate Modern Language<br>• INEN 221 Introduction to Innovation & Entrepreneurship |         | Skills: Analytical Inquiry (creative thinking) (Outcome 1)<br>Engaging Diverse Perspectives (Outcome 1)<br>Core Fields (Outcome 2) |

|  |    |  |
|--|----|--|
| Scientific Inquiry   | 7  | <i>Study of natural world and social phenomena with the scientific method</i>  |
| Social Science <ul style="list-style-type: none"> <li>• ANTH 200 Cultural Anthropology (3)</li> <li>• BHSC 225 Global Social Issues (3)</li> <li>• ECON 208 Principles of Economics (3)</li> <li>• GBST 101 Introduction to Global Studies (3)</li> <li>• PLSC 104 American Government (3)</li> <li>• PSYC 101 Introduction to Psychology (3)</li> <li>• SOCI 119 Principles of Sociology (3)</li> </ul> |    | Skill: Engaging Diverse Perspectives (Outcome 1) Core Field (Outcome 2)        |
| Natural Sciences <ul style="list-style-type: none"> <li>• BIOL 100 Human Biology (4)</li> <li>• BIOL 110 Principles of Biology (4)</li> <li>• CHEM 100 Consumer Chemistry (4)</li> <li>• PHYS 110 Astronomy (4)</li> </ul>   |    | Skill: Analytical Inquiry (problem solving) (Outcome 1) Core Field (Outcome 2) |
| Total Semester Credits   | 43 |  |

Outcomes:

1. Demonstrate competence in intellectual, affective, and practical skills to prepare for careers in the twenty-first century, lifelong learning and service.
2. Pursue enduring questions through study in core fields and explore the connections between those fields.
3. Articulate a biblical worldview in order to interpret life, learning, and civic responsibility from a Seventh- day Adventist perspective.

# DEPARTMENT OF PSYCHOLOGY

The Department of Psychology aims to provide students with knowledge and skills in the study of human behaviors and relationships through salient discoveries and procedures accumulated from research in psychology. Students will obtain a thorough understanding of the discipline, including the areas of clinical, developmental, and educational psychology. Instruction is both theoretical and practical. As part of their practical training, students will engage in laboratory work and field experience where they will apply the knowledge obtained.

In harmony with the holistic approach to education and Seventh-day Adventists values, the students will not only be prepared to enter and contribute to a productive society as professional but will be empowered to utilize their acquired knowledge and skills in furthering the mission of Seventh-day Adventists: restoring men and women to the image of their Maker.

## MISSION

To provide people-oriented education leading to the mission of promoting wellbeing and restoring relationships with God and among ourselves.

## VISION

To inspire people to embrace Jesus' purpose for our lives: "... that they may have life, and that they may have it more abundantly." (John 10:10)

## VALUES

**CHANGE** necessary for growth

**OPENNESS** to foster the ideal environment for communication

**RESPECT** of individual differences and cultural diversity

**EMPATHY** to better understand the needs of others

## PROGRAMMES OFFERED

Andrews University Affiliate Programme:

Bachelor of Science in Psychology  
(Minor in Psychology)

Certificate in Christian Counseling

# BACHELOR OF SCIENCE IN PSYCHOLOGY

[Minimum 124 Semester Credits]

The Course is typically a 4-year full-time programme, but it can also be pursued in a part-time fashion under the advice of the school to complete the programme in a longer time. The Psychology curriculum prepares students for a wide range of careers in the behavioral sciences or in related professions that involve working with people. Primary emphasis is placed on the applied dynamics of human behavior and relationships rather than on animal or laboratory psychology.

The major requirements and cognates are intended to provide a scientific base on which a balanced programme of electives may be built in accordance with the individual needs and interests.

A student majoring in psychology must complete a minimum total of 40 semester credits in the major, 16 semester credits of the required cognates, and 48 semester credits of the general education programme, and all baccalaureate degree requirements as outlined in the Bulletin.

*(27 credits must be selected from courses numbered 300 or above)*

|   |                     |
|---|---------------------|
| <b>CORE REQUIREMENTS</b>                                      | <b>9</b>            |
| PSYC101 Introduction to Psychology                            | 3                   |
| PSYC105 Careers and Plans for the Psychology Major            | 0                   |
| PSYC301 Human Development                                     | 3                   |
| PSYC432 Research Method II: Introduction                      | 3                   |
| <b>CONCENTRATION REQUIREMENTS</b>                             |                     |
| <b>Learning, Memory, and Brain</b>                            | <b>31</b>           |
| <i>Choose one of the following two courses:</i>               | 6                   |
| PSYC465 Physiological Psychology                              | 3                   |
| PSYC180 Dealing with Mind                                     | 3                   |
| <i>Choose one of the following two courses:</i>               |                     |
| PSYC364 Learning and Behavior                                 | 3                   |
| PSYC445 Cognitive Psychology                                  | 3                   |
| <b>History, Social, Personality &amp; Abnormal</b>            | <b>6</b>            |
| <i>Choose a minimum of two of the following four courses:</i> |                     |
| PSYC269 History and Systems of Psychology                     | 3                   |
| PSYC450 Social Psychology                                     | 3                   |
| PSYC454 Theories of Personality                               | 3                   |
| PSYC460 Psychology of Abnormal Psychology                     | 3                   |
| <b>Capstone</b>   | <b>1-4</b>          |
| <i>Choose one of the following four options:</i>              |                     |
| Option 1  |                     |
| PSYC480 Field Experience                                      | 1-8<br>(2 required) |
| Option2   |                     |
| PSYC490 Practicum in Psychology                               | 3                   |

|   |              |
|---|--------------|
| <b>COGNATES</b>   | <b>16-22</b> |
| BHSC230 Research Method I: Statistics for the Behavioral Sciences | 3            |
| RELT340 Religion and Ethics in Modern Society                     | 3            |

*Choose one of the following three options:*

|                                   |      |
|-----------------------------------|------|
| Option 1                          |      |
| BIOL221 Anatomy and Physiology I  | 4    |
| BIOL222 Anatomy and Physiology II | 4    |
| Option 2                          |      |
| BIOL221 Anatomy and Physiology I  | 4    |
| PSYC465 Physiological Psychology  | 3    |
| Option 3                          |      |
| BIOL165 Foundations of Biology    | 4, 5 |
| BIOL166 Foundations of Biology    | 4, 5 |

*Choose one of the following two courses:*

|                                 |   |
|---------------------------------|---|
| SOCI119 Principles of Sociology | 3 |
| ANTH200 Cultural Anthropology   | 3 |

*Choose one of the following sociocultural awareness classes or experiences:*

|   |     |
|---|-----|
| 3 credits of BHSC440 Topics: Cultural Psychology  | 1-4 |
| 3 credits of PSYC475 Topics: Cultural Psychology  | 1-4 |
| An international student missionary experience    |     |
| Attending Adventist Colleges Abroad               |     |
| An AU tour which deals with cultural concepts     |     |
| ANTH200 Cultural Anthropology                     | 3   |
| BHSC225 Global Social Issues                      | 3   |
| 3 credits of PSYC475 Topics: Community Psychology | 1-4 |

#### UNDERGRADUATE ELECTIVES

Electives may be chosen from psychology courses not required within the core concentration requirements, or those approved by the advisor/chair, to meet the minimum of 40 credits in psychology.

#### RECOMMENDED

Field experience and a reading knowledge of a foreign language are strongly recommended, particularly for students who plan to take graduate studies in Psychology.

#### MAJOR FIELD TEST

Majors are required to take the Major Field Test in Psychology. The exam assesses the following areas: memory and thinking, sensory and physiology, developmental, clinical and abnormal, social and measurement and methodology.

**MINOR IN PSYCHOLOGY**  
**Andrews University Affiliate Programme**  
**[Minimum 20 Semester Credits]**

**REQUIREMENTS [Total of 20 credits]**

|         |                            |   |
|---------|----------------------------|---|
| PSYC101 | Introduction to Psychology | 3 |
|---------|----------------------------|---|

**At least one of the following:**

|         |                          |   |
|---------|--------------------------|---|
| PSYC364 | Learning & Behavior      | 3 |
| PSYC445 | Cognitive Psychology     | 3 |
| PSYC449 | Neuropsychopharmacology  | 3 |
| PSYC465 | Physiological Psychology | 3 |
| PSYC471 | Behavior Modification    | 3 |

**At least one of the following:**

|         |                                   |   |
|---------|-----------------------------------|---|
| PSYC269 | History and Systems of Psychology | 3 |
| PSYC450 | Social Psychology                 | 3 |
| PSYC454 | Theories of Personality           | 3 |
| PSYC460 | Psychology of Abnormal Behavior   | 3 |

*Remaining 11 credits to be chosen from other PSYC courses.* 11

## **Certificate in Christian Counseling**

This certificate programme is an 18-credit part-time programme (six courses), which provides students with foundational knowledge and skills in Christian Counseling. It covers topics including understanding of God and His relationship with Humankind, personal growth, basic counseling concepts and skills, and electives on topics and issues related to counseling and psychology.

### **Programme Aims**

The Certificate in Christian Counseling programme offers an opportunity for individuals who desire to have additional training in Christian Counseling. The programme is designed to integrate the current trends in counseling with the study of Christian faith, thereby enabling students to integrate the principles of Biblically-based spirituality with counseling practice within the church settings.

### **Programme Learning Outcomes**

Upon the completion of the Certificate, students will be able to:

1. demonstrate an understanding of the Biblical concepts of healing;
2. demonstrate a primary understanding of counseling individuals with distress;
3. demonstrate a basic knowledge of Christian Counseling;
4. apply basic counseling skills for peer counseling
5. demonstrate an awareness of self and 'its' development so as to build a positive relationship with others

### **Entrance Requirements**

The College welcomes any student who wishes to integrate the world of knowledge with the realities of Christian living. Subject to available space, an individual with the necessary academic background, financial resources, character references and who is willing to accept the policies of the College as well as to adjust to its religious, social, and cultural atmosphere may be admitted. A student who has a Christian background will find the training beneficial and rewarding, and yet affiliation with the Seventh-day Adventist Church (SDA) is not required. No particular religious commitment is required for admission. Hong Kong Adventist College accepts each qualified individual without discrimination on the basis of race, sex, age, language, color, national origin, or religion.

- Hong Kong Diploma in Secondary Education (HKDSE) - Five Level 2; or
- 12-year high school programme graduate with an overall GPA of 2.00; or
- Mature student, at least 25 years of age, who has completed Secondary education.

## Exit Requirements

1. A candidate must complete a minimum of 18 credits for the Certificate of Christian Counseling Programme; and
2. The overall GPA must be a minimum of 2.00 (C) for graduation. No grades below a “C-” in all the courses in the programme.

*\* To apply for a Certificate of Attendance for individual courses, the student must attain at least 80% attendance and make a request to the Registrar’s Office.*

### Duration

Two years

### Mode

Part-time

### Contact hours per credit

15 hours (3 credits)

### Medium of Instruction

Chinese with English Supplement

## Curriculum

### Core Courses

|         |                               |    |
|---------|-------------------------------|----|
| RELT100 | God and Humanity              | 3  |
| PSYC100 | Personal Growth               | 3  |
| PSYC201 | Introduction to Mental Health | 3  |
| PSYC202 | Basic Counseling Skills       | 3  |
| Total:  |                               | 12 |

### Electives – Choose Two Course

|         |                                   |   |
|---------|-----------------------------------|---|
| PSYC203 | Depression & Grief Counseling I   | 3 |
| PSYC204 | Marriage and Family Counseling I  | 3 |
| PSYC319 | Managing Stress                   | 3 |
| PSYC320 | Addiction and Addictive Behaviors | 6 |
| Total:  |                                   | 6 |



# DEPARTMENT OF HEALTH

The Department of Health builds its philosophy on the precept that the development of the whole person includes physical, mental, social, emotional, and spiritual health, and is fundamental to life and effective service to God and men. Therefore, the mission of the department is to prepare qualified and highly motivated men and women to promote a healthy lifestyle in the community through various careers related to public health.

The Department of Health collaborates with Hong Kong and Tsuen Wan Adventist Hospitals, Physical Fitness Association of Hong Kong, China, Penang Adventist Hospital and Aeon Health Care, Malaysia in providing internship/ practicum for potential graduates to have practical training. At the end of their third-year study, students are required to start their internship/ practicum. With these skills and experiences, the department strives to accentuate professionalism in our service to the community.

We also encourage diversity among students to enrich their experiences and promote respect and teamwork.

The department offers a four-year BHS in Wellness (with an Emphasis on Fitness) through an affiliation with Andrews University in Berrien Spring, Michigan, USA. This programme includes Nutrition, Exercise and Fitness, Behavior Change, Health Promotion Strategies, and Internship.

Students in other majors who are interested in health may also pursue a Minor in Health.

## MISSION

To prepare qualified and highly motivated men and women to promote healthy lifestyle in the community through various health and fitness related careers.

## PROGRAMMES OFFERED

Andrews University Affiliate Programme:

BHS in Wellness (with an Emphasis on Fitness)  
Minor in Health

**BACHELOR OF HEALTH SCIENCE IN WELLNESS**  
**(FITNESS EMPHASIS)**  
**[Minimum 124 Semester Credits]**

**MAJOR: CORE REQUIREMENTS (11 semester credits)**

|         |  |   |
|---------|--|---|
| FDNT230 | Nutrition  | 3 |
| FDNT448 | Nutrition and Wellness                                     | 3 |
| FDNT460 | Seminar in Nutrition, Wellness, and Ellen White's Writings | 1 |
| HLED120 | Fit for Life   | 1 |
| HLED445 | Consumer Health  | 2 |
| FTES205 | Fitness Conditioning                                       | 1 |

**MAJOR: CONCENTRATION REQUIREMENTS**

**Fitness (25 - 28 semester credits)**

|         |   |     |
|---------|---|-----|
| FTES210 | Personal Fitness Plan                                 | 1   |
| FTES214 | Weight Training and Conditioning (Men/Women)          | 1   |
| FTES305 | Current Concepts and Applications in Physical Fitness | 3   |
| FTES355 | Methods of Fitness Instruction                        | 3   |
| FTES410 | Issues in Exercise Science                            | 2   |
| FTES465 | Exercise Physiology                                   | 4   |
| FTES475 | Kinesiology   | 3   |
| FTES495 | Independent Study / Reading / Research Project        | 1-4 |
| HLED380 | Natural Therapies                                     | 3   |
| HLED411 | Community Health and Fitness I                        | 2   |
| HLED412 | Community Health and Fitness II                       | 2   |

**COGNATES (24 semester credits)**

|         |                           |   |
|---------|---------------------------|---|
| PHYS141 | General Physics I         | 4 |
| PHYS142 | General Physics II        | 4 |
| BIOL221 | Anatomy and Physiology I  | 4 |
| BIOL222 | Anatomy and Physiology II | 4 |

*Choose ONE of the following sets:*

|           |  |   |
|-----------|--|---|
| CHEM110   | Introduction to Inorganic Chemistry              | 4 |
| BCHM120   | Introduction to Organic and Biological Chemistry | 4 |
| <i>Or</i> |  |   |
| CHEM131   | General Chemistry                                | 4 |
| BCHM120   | Introduction to Organic and Biological Chemistry | 4 |
| <i>Or</i> |  |   |
| CHEM131   | General Chemistry                                | 4 |
| PHYS225   | Sound and Waves                                  | 4 |

**Minimum total credits for BHS Wellness – Fitness Emphasis: 60**

**CORE EXPERIENCE (GENERAL EDUCATION)**

*See professional programme requirements and note the following specific requirements for BHS Wellness*

**Religion:**

|         |  |   |
|---------|--|---|
| PBHL440 | Fundamentals of Spirituality and Ethics in Health Care | 3 |
|---------|--|---|

*One religion course per academic year of attendance in a Seventh-day Adventist College or University.*

**Psychology**

*An introductory psychology course*

|          |  |   |
|----------|--|---|
| PSYC101  | Introduction to Psychology               | 3 |
| PSYC 301 | Human Development or similar PSYC course | 3 |

**Fitness Education:**

*Recommend freshmen take HLED120 and one additional course from personal fitness, outdoor skills or team activity.*

HLED 120            Fit for Life

1

**UNDERGRADUATE ELECTIVES (5 -12 semester credits)**

Courses are to be selected in consultation with the advisor.

**GRADUATION REQUIREMENTS**

Students are expected to complete a professional development portfolio during the BHS Wellness programme outlining their goals and accomplishments, including required hours of professional experience (based on class standing and previous experience). Final approval of the portfolio by the Department Chair is a requirement for graduation. A student needs to maintain a cumulative GPA of 2.50 or greater in all credits used to meet the BHS degree requirements.

All students need to submit a valid First Aid certificate before the end of the third year of study.

**MINOR IN HEALTH**  
**[Minimum: 20 semester credits]**

**REQUIRED COURSES**

|         |                                  |   |
|---------|----------------------------------|---|
| FDNT230 | Nutrition                        | 3 |
| FDNT240 | Nutrition Laboratory             | 1 |
| FTES214 | Weight Training and Conditioning | 1 |
| HLED120 | Fit for Life                     | 1 |
| HLED210 | Philosophy of Health             | 3 |
| HLED445 | Consumer Health                  | 2 |

*The remaining 9 credits are to be selected from HLED, FDNT, FTES or other health-related Courses, and approved by the Department Chair.*

9

# **DEPARTMENT OF RELIGION**

## **MISSION**

To develop dedicated, spiritual, responsible, honest and competent pastors and leaders for churches and societies in Hong Kong, China, Asia, and the global Chinese communities. To provide courses, programmes, seminars, workshops and services to the various departments of the College, and to churches through face-to-face or on-line services, to the local Conference and Union, and to the Chinese communities around the world.

## **PROGRAMMES OFFERED**

Andrews University Affiliate Programme:

Bachelor of Arts in Religion, Biblical and Theological Studies  
Minor in Religion

# BACHELOR OF ARTS IN RELIGION

[Minimum 124 Semester Credits]

The Bachelor of Arts in Religion programme aims to help students to gain a deeper understanding of religion, especially relating to the Asian context and to prepare them to take on responsibility as ministers and administrators within church organizations. By providing a broad base of knowledge in religion and liberal arts general education as a foundation, this programme also aims at paving the way for graduate study in religion or related fields.

## MAJOR CORE REQUIREMENTS (42 – 43 semester credits)

### Biblical Studies (15 semester credits)

|         |                                   |   |
|---------|-----------------------------------|---|
| RELB111 | Introduction to the Old Testament | 3 |
| RELB112 | Introduction to the New Testament | 3 |
| RELB210 | Jesus in His Time and Ours        | 3 |
| RELB406 | Studies in Daniel and Revelation  | 3 |

*Choose one of the following courses:*

|         |   |   |
|---------|---|---|
| RELB216 | Law and Writings of the Old Testament   | 3 |
| RELB274 | Prophetic Writings of the Old Testament | 3 |
| RELB335 | Acts and Epistles                       | 3 |

### Theological Studies (15 semester credits)

|            |                                       |     |
|------------|---------------------------------------|-----|
| RELT250    | Personal Spirituality and Faith       | 3   |
| Or RELT315 | Christian Discipleship                | 3   |
| RELH400    | SDA History and Prophetic Heritage    | 3-4 |
| RELT325    | Theology I                            | 3   |
| RELT326    | Theology II                           | 3   |
| RELT340    | Religion and Ethics in Modern Society | 3   |

### Practical Studies

|         |  |   |
|---------|--|---|
| RELP200 | Religion Forum (every semester in residence) | 0 |
|---------|--|---|

*Choose five to six credits from the following courses:*

|                 |                     |     |
|-----------------|---------------------|-----|
| RELP240         | Personal Witnessing | 2-3 |
| Any RELP course |                     |     |

### Electives (6 semester credits)

Courses from RELP, RELG, RELH, RELT, or RELB.

## CORE EXPERIENCE (GENERAL EDUCATION, 60 – 61 semester credits)

Students must take all courses designated in the BA degree requirements (see "General Education Requirements" Section).

|         |                    |   |
|---------|--------------------|---|
| RELT100 | God and Human Life | 3 |
|---------|--------------------|---|

## LANGUAGE\*

(Choose ONE of the following sets. Total of 6 semester credits)

|         |           |   |
|---------|-----------|---|
| BIBL211 | Greek I   | 3 |
| BIBL212 | Greek II  | 3 |
| BIBL313 | Greek III | 3 |
| Or      |           |   |
| BIBL341 | Hebrew I  | 3 |
| BIBL342 | Hebrew II | 3 |
| Or      |           |   |

Any modern foreign language, through the intermediate level.

\*Note: Language requirements may be fulfilled by any intermediate level foreign language course. Major requirements can be fulfilled by taking one of the Biblical languages.

## **Graduation Requirements**

- Minimum grade of “C-“ for all major classes and cognates
- A minimum overall 2.25 GPA
- A major GPA of 2.50
- A practical ministry portfolio in accordance with the requirements of the department
- Successfully test out of RELT 100 or take the class, which shall count as a major elective

## **OTHER REQUIREMENTS**

Hong Kong Macao Conference of Seventh-day Adventists (HKMC) requires religion majors to complete the Master Guide, Literature Evangelism, and Field Evangelism requirements, and register for RELP200 Pastoral Practicum every semester as part of the graduation requirement. Any exceptions would be granted only with the approval of the Department Chair.

1. Master Guide:  
A youth ministry leadership practical training.
2. Literature Evangelism:  
Field experience in reaching people through the art of selling religious literature and using printed materials as a means of witnessing.
3. Field Evangelism:  
Gain practical experience through instruction and participation, including personal evangelism and public evangelism.
4. Pastoral Practicum:  
Students are assigned to a specific church to participate in church activities over the weekends. Students and the supervising instructor meet once a week to review set objectives, discuss how they have or have not been met, and plan for the following week. Each student needs to present a weekly report, and the church pastor submits an evaluation of the student at the end of the semester.
5. Foreign Language Requirement:  
The General Education foreign language requirement for the BA in Religion is to fulfill Greek at the intermediate level.
6. Ministerial Candidacy:  
This is to evaluate and assess students' suitability for pursuing pastoral ministry. All religion majors are expected to pass ministerial candidacy by the end of the sophomore year.

## **MINOR IN RELIGION** **Andrews University Affiliate Programme** **[Minimum 20 Semester Credits]**

### **Requirements**

Six (6) credits must be upper-division  
Fifteen (15) credits from RELB, RELT, RELG and RELP.

The remaining five (5) credits may be taken from any offerings by the Department of Religion & Biblical Languages offerings in consultation with the Department.

## Andrews Core Experience (ACE) for AA/AS Degrees 2023 – 2024

Table 10

| Learning Categories/ACE Core Experience Courses  | Credits | Learning Outcomes/Descriptors  |
|--|---------|--|
| Foundations  | 15      | <i>Study of essential ways of living, thinking, and communicating -- typically taken in the first year</i>                         |
| Wellness<br>HLED 135 Wellbeing 360 (3)   |         | Skill: Wellness (Outcome 1)  |
| Mathematics<br>MATH 145 Mathematics for the (Mis)Information Age (3)* or a higher-level MATH course  |         | Skill: Quantitative Literacy (Outcome 1)<br>Core Field (Outcome 2)   |
| Communication<br>• ENGL 115 College Writing I (3) OR<br>ENGL 117 College Writing I: Writing Across Cultures (3) • ENGL 215 College Writing II (3) OR<br>COMM 104 Communication Skills (3)  |         | Skills: Communication (oral) (Outcome 1)<br>Communication (written) (Outcome 1)<br>Information Literacy (Outcome 1)                |
| Faith Foundation<br>RELT 100 God and Human Life (3) OR<br>RELB 210 Jesus in His Time and Ours (3)  |         | Affirm Faith (Outcome 3)   |
| Faith  | 3       | <i>Study of God and God's connection to the human experience through revelation</i>  |
| Breadth or depth<br>Additional 3 credits from RELB, RELG, RELP, or RELT  |         | Affirm Faith (Outcome 3)   |
| Arts & Humanities  | 6       | <i>Study of human experience through analysis of human artifacts and participation in the arts</i>                                 |
| History<br>HIST 110 Worldviews, Cultures and Gods (3)  |         | Skill: Engaging Diverse Perspectives (Outcome 1) Core Field (Outcome 2)  |
| Theory<br>• ARTH 220 Language of Art (3)<br>• ENGL 255 Studies in Literature (3)<br>• MUHL 214 Enjoyment of Music (3)<br>• MUHL 250 Music to Change the World (3)<br>• PHIL 224 Introduction to Philosophy (3)<br>OR Experience (3)<br>• Studio Art<br>• Ensemble<br>• Applied Music<br>• Elementary or Intermediate Modern Language<br>• INEN 221 Introduction to Innovation & Entrepreneurship |         | Skills: Analytical Inquiry (creative thinking) (Outcome 1)<br>Engaging Diverse Perspectives (Outcome 1)<br>Core Fields (Outcome 2) |

|  |    |  |
|--|----|--|
| Scientific Inquiry   | 7  | <i>Study of natural world and social phenomena with the scientific method</i>  |
| Social Science <ul style="list-style-type: none"> <li>• ANTH 200 Cultural Anthropology (3)</li> <li>• BHSC 225 Global Social Issues (3)</li> <li>• ECON 208 Principles of Economics (3)</li> <li>• GBST 101 Introduction to Global Studies (3)</li> <li>• PLSC 104 American Government (3)</li> <li>• PSYC 101 Introduction to Psychology (3)</li> <li>• SOCI 119 Principles of Sociology (3)</li> </ul> |    | Skill: Engaging Diverse Perspectives (Outcome 1) Core Field (Outcome 2)        |
| Natural Sciences <ul style="list-style-type: none"> <li>• BIOL 100 Human Biology (4)</li> <li>• BIOL 110 Principles of Biology (4)</li> <li>• CHEM 100 Consumer Chemistry (4)</li> <li>• PHYS 110 Astronomy (4)</li> </ul>   |    | Skill: Analytical Inquiry (problem solving) (Outcome 1) Core Field (Outcome 2) |
| Total Semester Credits   | 31 |  |

Outcomes:

1. Demonstrate competence in intellectual, affective, and practical skills to prepare for careers in the twenty-first century, lifelong learning and service.
2. Pursue enduring questions through study in core fields and explore the connections between those fields.
3. Articulate a biblical worldview in order to interpret life, learning, and civic responsibility from a Seventh- day Adventist perspective.



# **DEPARTMENT OF BUSINESS**

## **PURPOSE**

The Department of Business seeks to prepare students for the business community at large by providing quality business programme which will form the professional and intellectual foundation for the productive lives of people and long range success of organizations. Regardless of the setting in which graduates will eventually work, the Department aims to develop professionally-prepared graduates whose integrity, honesty and efficiency are beyond reproach.

## **OBJECTIVES**

1. To prepare students with fundamental business administration skills required for initial job placement
2. To assist students in developing a sound Christian philosophy towards the world of work and in particular, the changing business environment.

## **PROGRAMMES OFFERED**

Andrews University Affiliate Programme:

Associate of Science in General Business

# ASSOCIATE OF SCIENCE IN GENERAL BUSINESS

## [62 Semester Credits]

### CORE REQUIREMENTS (33 semester credits)

|          |                                       |   |
|----------|---------------------------------------|---|
| ACCT121  | Principles of Accounting I            | 3 |
| ACCT122  | Principles of Accounting II           | 3 |
| BSAD210  | Small Business Management             | 3 |
| BSAD341  | Business Law                          | 3 |
| BSAD 355 | Principles of Management              | 3 |
| ECON225  | Principles of Macroeconomics          | 3 |
| ECON226  | Principles of Microeconomics          | 3 |
| FNCE317  | Business Finance                      | 3 |
| INFS120  | Foundations of Information Technology | 3 |
| INFS215  | Business Software Applications        | 3 |
| MKTG310  | Principles of Marketing               | 3 |

### COGNATES (3 semester credits)

|         |                                    |   |
|---------|------------------------------------|---|
| STAT285 | Introduction to Applied Statistics | 3 |
|---------|------------------------------------|---|

### UNDERGRADUATE ELECTIVES

Sufficient credits are required for graduation.  
Students need to complete 62 credits before graduation.

### CORE EXPERIENCE (GENERAL EDUCATION)

Students must take all courses designated in the Associate within Professional Programme of the Andrews Core Experience Programme while noting the following approved course substitutions. If a student changes to another degree programme, these course substitutions will no longer apply to any other programmes even if the course(s) is/are completed.

#### Religion (2 courses)

|   |                    |   |
|---|--------------------|---|
| RELT100   | God and Human Life | 3 |
| Another course (1 per year) from RELB, RELG, RELP, RELT |                    | 3 |

#### Languages/Communication (2 courses)

|         |                      |   |
|---------|----------------------|---|
| ENGL115 | College Writing I    | 3 |
| COMM104 | Communication Skills | 3 |

#### Social Science (1 course)

|         |                            |   |
|---------|----------------------------|---|
| PSYC101 | Introduction to Psychology | 3 |
|---------|----------------------------|---|

#### Fitness Education (2 courses)

|                     |              |   |
|---------------------|--------------|---|
| HLED120             | Fit for Life | 1 |
| One Activity Course |              | 1 |

#### Life/Physical Sciences/Mathematics (1 courses)

|         |                              |   |
|---------|------------------------------|---|
| MATH166 | College Algebra for Business | 3 |
|---------|------------------------------|---|

# GENERAL EDUCATION AND 2 + 2

## Academic Core Experience

1. Demonstrate competence in intellectual, affective, and practical skills to prepare for careers in the twenty-first century, lifelong learning and service.
2. Pursue enduring questions through study in core fields and explore the connections between those fields.
3. Articulate a biblical worldview in order to interpret life, learning, and civic responsibility from a Seventh-day Adventist perspective.

## DIPLOMA IN PRE-UNIVERSITY STUDIES

HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC AND VOCATIONAL  
QUALIFICATIONS ACCREDITED PROGRAMME  
(Registration Number: 13/000572/L3)

### Introduction

The programme primarily aims at bridging students who have completed their secondary school to tertiary-level degree programmes at the university level while simultaneously enhance the students with skills for initial job placement. The programme is basically conducted in English medium of instruction apart from the Chinese courses.

### Objectives

1. To improve student's personal and academic preparation for entrance into tertiary-level degree programme;
2. To increase student's confidence in utilising basic communication skills and functional abilities for entrance into the free enterprise world;
3. To furnish student with a broad background and discipline specific knowledge required for acceptance into collegiate programmes;
4. To advance student's development of Christian moral, ethical, and social responsibilities toward society.

### Programme Intended Learning Outcome

1. To apply knowledge of the social science and mathematics fundamentals to the understanding of social issues and natural phenomena;
2. To communicate effectively in English and Chinese;
3. To use a range of life skills to support and enhance academic learning;
4. To understand a person's moral and ethical responsibilities to his/her family, society, nation, and environment;
5. To apply knowledge to general education to solve personal and interpersonal problems;
6. To recognize and respond to the need for developing personal competence and life-long learning.

### Minimum Admission Requirement

Applicants must fulfil one of the followings:

- Completion of 6 years of secondary school
- Age 21 or above on 1st September in the year when admission is sought

### Graduation Requirement

To be awarded a Diploma in Pre-University Studies, a student must:

1. Attend at least 80% of individual courses in the module;
2. Obtain a grade no lower than a D in all courses;
3. Obtain a cumulative grade point average (CGPA) of at least 2.00;
4. Receive a conduct B or above
5. Pass in Academic English II (ENGL060, ENGL061 and ENGL062)

Note: To be qualified for AU undergraduate programme on regular status, a student must obtain a CGPA of at least 2.50.

## DPUS CORE COURSES

|         |   |   |
|---------|---|---|
| BHSC050 | Life Skills I                                       | 2 |
| BHSC051 | Life Skills II                                      | 2 |
| ENGL050 | Academic English I: Listening & Speaking Emphasis   | 1 |
| ENGL051 | Academic English I: Grammar Emphasis                | 1 |
| ENGL052 | Academic English I: Reading & Writing Emphasis      | 4 |
| ENGL060 | Academic English II: Listening & Speaking Emphasis  | 1 |
| ENGL061 | Academic English II: Grammar Emphasis               | 1 |
| ENGL062 | Academic English II: Reading & Writing Emphasis     | 4 |
| ENGL070 | Academic English III: Listening & Speaking Emphasis | 1 |
| ENGL071 | Academic English III: Grammar Emphasis              | 1 |
| ENGL072 | Academic English III: Reading & Writing Emphasis    | 4 |
| ENGL080 | Academic English IV: Reading & Writing              | 3 |
| ENGL081 | Academic English V: Reading & Writing               | 3 |
| MATH050 | Mathematics Competencies I                          | 3 |
| MATH051 | Mathematics Competencies II                         | 3 |
| MATH090 | Mathematics Competencies III                        | 3 |
| HLED040 | Healthy Living                                      | 3 |
| RELG050 | Asian Religions & Christianity                      | 3 |

## ELECTIVES

|         |   |   |
|---------|---|---|
| ARTD050 | Creative & Performance Arts                       | 3 |
| CHIN040 | Foundation Chinese I                              | 3 |
| CNCS040 | Introduction to Chinese for Non-Chinese Speaker I | 3 |
| HLTH108 | Introduction to Rehabilitation & Community Health | 3 |
| INFS101 | Introduction to Information Technology            | 3 |
| HLCR110 | Applied Psycho-Social Aspects of Healthcare       | 3 |
| ARTD051 | College Choir I                                   | 1 |
| ARTD052 | Applied Music I                                   | 1 |
| MATH095 | Mathematics Competencies IV                       | 3 |

# ONE-YEAR CERTIFICATE IN ENGLISH PROGRAMME

The programme is registered with the Hong Kong Education Bureau.  
The registration number is 28221.

The Certificate in English is a one-year programme primarily aimed at helping students acquire the essential English language proficiency required to handle college-level courses offered through affiliated or local accredited programmes. The Certificate in English will cover the fundamentals of language skills such as grammar, reading, listening, speaking, and writing.

Creative teaching approaches will be used to motivate student to learn and to ensure that they are able to apply the skills they learn in class to their everyday lives. In addition to classroom lectures, unconventional approaches such as music, drama, and role-play are also used to promote language acquisition in various settings.

## The objectives of the programme:

1. To provide total English immersion environments to enhance English context experiences in learning;
2. To provide ample opportunities for students to participate and express themselves without intimidating environments;
3. To provide students comprehensive English learning across the curriculum in contents and deliveries.

## To be granted the certificate, students must:

1. Complete 32 credits of the courses listed in the programme;
2. Pass all courses with no grade lower than a C-;
3. Obtain a cumulative Grade Point Average of 2.00 or higher;
4. Participate actively in activities of the course and programme with an attendance of no less than 80%.

## ADMISSION

(Fulfill the entrance requirement to the College programme)

1. Successfully completed Secondary 6 or equivalent and
2. Obtained a pass in English language (level 2) in HKCEE or IELTS score of at least 3.5 (iBT, 31) or equivalent.

### 1<sup>st</sup> SEMESTER (16 credits)

|                              |                               |   |
|------------------------------|-------------------------------|---|
| ENSL060                      | English Through Journalism    | 4 |
| ENSL074                      | Listening and Speaking Skills | 4 |
| ENSL075                      | Introduction to Grammar       | 4 |
| Choose one of the following: |                               |   |
| ENSL070                      | iBT- TOEFL Preparatory Course | 4 |
| ENSL071                      | IELTS Preparatory Course      | 4 |

### 2<sup>nd</sup> SEMESTER (16 credits)

|         |                                     |   |
|---------|-------------------------------------|---|
| ENSL054 | English Through Music and Drama     | 4 |
| ENSL061 | English Through Film and Literature | 4 |
| ENSL095 | Reading Comprehension               | 4 |
| ENSL096 | English Writing Skills              | 4 |

# COURSE DESCRIPTIONS

## COLLEGE COURSES

The course descriptions below are listed in the alphabetical order of the course prefix

| <u>Course</u><br><u>Prefix</u> | <u>Course Title</u>   |
|--------------------------------|---|
| <b>ACCT121</b>                 | <b>Principles of Accounting (3)</b><br>Emphasis upon understanding the accounting cycle and the content and preparation of financial statements.  |
| <b>ACCT122</b>                 | <b>Principles of Accounting II (3)</b><br>Studies fundamental concepts of cost and managerial accounting. A grade of C or higher is needed in ACCT 121 for admission to ACCT122.<br><u>Prerequisite:</u> ACCT 121   |
| <b>ANTH200</b>                 | <b>Cultural Anthropology (3)</b><br>Comparative study of human diversity and of ways of being human. The concept of culture and ethnography as the primary tool of cultural anthropological research. Salient features of tribal communities, state level policies, and modern network society. Globalization and its social, economic, and environmental consequences. Understanding "ourselves" and those we call "others."   |
| <b>ARTH220</b>                 | <b>Language of Art (3)</b><br>Presents the elements of visual language and studies them in relationship to images of famous paintings, sculptures, and contemporary advertisements.   |
| <b>BCHM120</b>                 | <b>Introduction to Organic and Biological Chemistry (4)</b><br>A survey of major concepts in organic chemistry and biochemistry. Organic foundation of structures and basic reactions of organic molecules emphasizing functional groups and establishing foundation for understanding structure and function of biological molecules regulation of biochemical pathways. For nursing, dietetics, and allied health students. Not applicable toward a major or minor in Chemistry or Biochemistry.<br><b>Prerequisite(s):</b> CHEM110 or equivalent |
| <b>BHSC100</b>                 | <b>Philosophy of Service and Civic Engagement (2)</b><br>Provides a theoretical and practical basis for understanding and meeting needs of communities and individuals. Course materials include works from Christian and secular sources. Students develop an individualized practical plan to understand and meet needs. Does not apply to a major or minor.  |
| <b>BHSC230</b>                 | <b>Research Methods I: Statistics for Behavioral Sciences (3)</b><br>Probability concepts, frequency distributions, measures of central tendency, measures of variation, using frequency distributions, point-estimation and confidence intervals, sampling distribution, levels of significance in hypothesis testing, t and z tests, correlation, chi-square, and ANOVA.  |
| <b>BHSC300</b>                 | <b>Philosophy of Service Fieldwork (1-2)</b><br>Provides an opportunity for the practical application of the theories, principles and concepts learned in BHSC 100.<br><b>Prerequisite(s):</b> <u>BHSC 100</u> or permission of Service Learning Coordinator.<br>20 hours of service is required for each credit registered for.<br>Does not apply to a major or minor.   |

- BHSC440**    **Topic in \_\_\_\_\_ (1-3)**  
 001 – Families in Crisis  
 Examines emerging issues in the behavioral sciences. Repeatable in different specialized areas.
- BIBL211**    **Greek I (3)**  
 Elements of Grammar of the Koine Greek of the New Testament, including vocabulary, translation, and reading. Weekly lab required.
- BIBL212**    **Greek II (3)**  
 Instruction in intermediate grammar and reading of selected portions of the New Testament. Weekly lab required.  
Prerequisite: BIBL211.
- BIBL313**    **Greek III (3)**  
 Advanced Koine Reading. New Testament portions from Luke, Paul, the book of Hebrews, and James should be analyzed on the bases of Greek syntax and author specific vocabulary. Selections from the Septuagint and the early church fathers will be considered to illustrate the development of thought within Christianity. Furthermore, introducing students to selections from Philo and Josephus.  
Prerequisite(s): BIBL 211 and BIBL 212
- BIBL341**    **Hebrew I (3)**  
 Fundamentals of Biblical Hebrew including a practical vocabulary, an understanding of the grammatical structure of the language, and practice in translation.
- BIBL342**    **Hebrew II (3)**  
 Development of reading ability in different portions of the Hebrew Bible on intermediate level. Application of the principles of Hebrew lexicography, grammar, syntax and style to the exegesis of selected passages of the Hebrew Old Testament. Emphasis placed upon practical and scholarly application of the text in an exegesis paper.
- BIOL100**    **Human Biology (4)**  
 This course is designed to provide students with a basic understanding of the structure and function of the human body. Emphasis is placed on the practical application of principles learned in the areas of nutrition, anatomy, and physiology. Meets the life science general education requirement. Weekly: 3 lectures and 1 lab.
- BIOL110**    **Principles of Biology (4)**  
 A one-semester survey of the principles of biology as they apply to the study of biological molecules, cells, multicellular organisms, and ecosystems. The course will introduce key concepts of biological function, inheritance, adaptation, and diversity. Does not apply to major or minor. Weekly: 3 lectures and a 3-hour lab.
- BIOL165**    **Foundations of Biology (4)**  
 First semester of a full-year sequence addressing the foundational principles in biology. Explores the cellular and molecular basis of life, principles of heredity, biodiversity and classification of organisms excluding animals, and plant form and function. 5 credits when offered during the academic year.

- BIOL166 Foundations of Biology (4)**  
Second semester of a full-year sequence addressing the foundational principles in biology. Explores biodiversity and classification of animals, animal form and function, history of life on earth, and ecology. Five credits when offered during the academic year.
- BIOL208 Environmental Science (4)**  
Study of basic ecological principles as applied to human activities. Discussions deal with contemporary environmental issues. Lab includes field trips, guest speakers, and experiments. Meets certain state educational certification requirements. Weekly: 3 lectures and a 3-hour lab.
- BIOL221 Anatomy & Physiology I (4)**  
First semester of a full-year sequence addressing the structure and function of the human organism. Addressing the structure and function of the human organism. Surveys introductory biological chemistry, cell biology, histology, and the structure, function, and control of the integumentary, skeletal, muscular, nervous, and sensory systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab).
- BIOL222 Anatomy & Physiology II (4)**  
Second semester of a full-year sequence addressing the structure and function of the human organism. Surveys the structure, function, and control of the endocrine, cardiovascular, circulatory, respiratory, urinary, digestive and reproductive systems. Does not apply to a major or minor. (3 lectures and a 3-hour lab)  
Prerequisite: BIOL 221
- BIOL260 General Microbiology (4)**  
Includes history, morphology, classification, control, growth, transmission, and pathogenicity of selected bacteria, viruses, rickettsia, fungi, and parasites. Covers the nature of host defenses against pathogens, including the acquisition of specific immunity and immune disorders. Does not apply to a biology major or minor; applies to the human biology minor.
- BIOL330 History of Earth and Life (4)**  
Survey of fundamental concepts of geology and paleontology with application to a study of the history of the earth and of life. Consideration is given to interactions of religious, philosophical, and geological ideas, within a biblical worldview. Meets the life science general education requirement.  
Weekly: 3 lectures and a 3-hour lab
- BSAD104 Intro to Business (1)**  
An introduction to the role of business in modern society. Includes a survey approach to the functional areas of business and how they relate to the overall organization. Overview of topics includes basic principles and career opportunities within each field of business. Students will learn how to write a resume and compile a portfolio. Does not apply towards management major during junior and senior years.
- BSAD210 Small Business Management (3)**  
Examines the principles and challenges of operating a small business. Topics include establishing a new business, providing physical facilities, financing, marketing, and management of the small business. Does not apply towards a management major during junior and senior years.



- BSAD297 Special Topic in \_\_\_\_\_(1-3)**  
Study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in-depth in other courses. Repeatable with different topics. Instructor permission required.
- BSAD341 Business Law (3)**  
Introduction to general legal principles concerning business organizations, property laws, employment regulation, agency laws, business torts and crimes, constitutional law, regulation of negotiable instruments and contracts, and the Uniform Commercial Code.
- BSAD355 Principles of Management (3)**  
Introduction to the philosophy of management which presents an overview of organizational behavior. Emphases include the functions of management (planning, organizing, leading, and controlling), group and team dynamics, organizational structure, strategic planning, managing within a global environment, human resource functions, motivation, and management control systems.
- BSAD397 Topics in \_\_\_\_\_(1-3)**  
Intensive study of selected topics of current interest in the sub-discipline area noted and not ordinarily covered in depth in other courses.
- BSAD497 Advanced Topics in \_\_\_\_\_(1-3)**  
Topics of current interest in the sub-discipline area noted not ordinarily covered in depth in other courses.
- CHEM100 Consumer Chemistry (4)**  
A one-semester course primarily for non-science majors presenting an introduction to fundamental concepts of chemistry to convey an appreciative understanding of the nature of chemistry and how it is applied to our daily lives. Topics of consumer chemistry to be studied will be selected from fuels, energy, polymers, fertilizers, pesticides, food and food additives, household cleaners, cosmetics and personal care chemicals, pharmaceuticals, and air and water pollution. Meets the physical science general education requirement. Three lectures per week and one 3-hour laboratory. Not applicable toward a major or minor in chemistry or biochemistry.
- CHEM110 Introduction to Inorganic Chemistry (4)**  
An introduction to the principles and applications of inorganic chemistry; for nursing, dietetics, and allied health students. Not applicable toward a major or minor in chemistry or biochemistry.
- CHEM131 General Chemistry I (4)**  
The first course in chemistry is for students planning to major in science and engineering. Topics include stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics, and chemical equilibrium. Weekly: 5 lectures and a 3-hour lab  
Prerequisite(s): Passing grade in MATH165/MATH166/MATH168 or above.  
Recommended: High school chemistry or physics strongly recommended.
- CHEM132 General Chemistry II (4)**  
A continuation of CHEM131 with topics including thermodynamics, acid and base chemistry, descriptive and nuclear chemistry.  
Prerequisite: a grade of C- or better in CHEM 131

- CHIN207 Practical Chinese Writing (3)**  
 This course explores the various literary styles of Chinese writings and analyzes the different rhetorical devices employed in Chinese literature. It is designed to enrich student's Chinese knowledge in order to enhance their abilities in composition and official letter writing; to proofread their writings and correct their speaking; to polish their Mandarin and Cantonese oral communication; to broaden their readings in both the ancient and modern materials; to be able to review as many literary materials as they can. Students will be assessed in terms of tests, discussions, presentations, assignments, and examination or a term paper of not less than 3000 words. (Chinese Language Medium)  
 [ Equivalent to INLS207]
- COMM104 Communication Skills (3)**  
 Study of the human communication process – including a multicultural perspective and the importance of diversity – focusing on interactions with oneself, with one other person, with a small group, and within public-speaking situations.
- COMM320 Interpersonal Communication (3)**  
 Emphasis is placed on interpersonal skills for the workplace. Students examine components of interpersonal communication such as listening, perception, managing conflict, etc., and then apply specific strategies to build relationships.
- ECON225 Principles of Macroeconomics (3)**  
 Analysis of some major statistics of a national economy in the long and the short run, such as aggregate income and expenditures, economic growth, inflation, and unemployment, as well as the monetary system and money supply.
- ECON226 Principles of Microeconomics (3)**  
 Use of the mainstream economic schools of thought to explain how economic units (consumers and producers) make decisions. The role of the market in organizing economic activity is widely explained as well as the way resources are allocated in an economy through the price mechanism. Concepts like elasticities and profit maximization are computed and analyzed. Algebra used extensively.
- EDUC108 Service Education (0) [HKAC]**  
 This practical course is designed to provide students the opportunity to serve the community while in pursuance of their academic undertaking. Students will learn the value of work through voluntary service, teamwork, work ethics, responsibility, reliability, cooperation, and trust in God. This is a mandatory course for all students regardless of their major. May be repeated until the minimum of 40 hours is fulfilled.
- ENGL115 College Writing I (3)**  
 This course is an introduction to written composition focusing on composing as a recursive process for generating meaning and communicating effectively. It emphasizes short essay writing based on personal exploration of memory, observation, conversation, and reading.  
Prerequisites: IELTS 6.5, TOEFL iBT: 80, TOEFL ITP: 550, HKALE C, or HKDSE Level 3.
- ENGL204 Introduction to Literature (3)**  
 An introduction to the basic literary genres (essay, short stories, novel, drama, and poetry) and literary methodology. The nature and purpose of literature and language from a Christian perspective is also studied. Examples from various literatures.  
Prerequisite: ENGL115

- ENGL214 Business Research Writing (3)**  
 This course focuses on the study and practice of business and professional writing, both print and electronic. In this course the students will critique, develop, and design documents they will most likely use in their professional lives, such as abstracts, proposals, reports, and correspondence. Students will learn about the distinctive elements of business research writing strategies and techniques.  
Prerequisite: COMM104 and ENGL121
- ENGL215 College Writing II (3)**  
 This course introduces students to source-based, academic writing, including practice in summarizing, analyzing, synthesizing, and reading from a critical perspective. Sections organized thematically.  
Prerequisites: ENGL115 and completion of 24 college credits.
- ENGL255 Studies in Literature – Topics Class (3)**  
 This is an introductory literature course with the emphasis indicated by a subtitle, such as World Literature, Biblical Literature, the Short Story, and Women’s Literature.  
Prerequisites: ENGL115
- FDNT230 Nutrition (3)**  
 A study of basic principles of nutrition science, the biochemical functions of various nutrients, the changes in physiological needs with age, and the relationship between nutrition and health. Students needing life science general education credit must also register for the lab, FDNT240.
- FDNT240 Nutrition Laboratory (1)**  
 Discovering principles of nutrition science in the laboratory. A weekly 3-hour lab. Required for those students needing life science general education credit.
- FDNT440 Topics in \_\_\_\_\_ (1-3)**  
 Selected topics in nutrition.
- FDNT448 Nutrition and Wellness (3)**  
 The dietary factors associated with the major chronic diseases of Western society. The use of plant-based diets in health promotion and disease prevention. Discussion of herbal therapies.  
Prerequisite: FDNT230
- FDNT460 Seminar in Nutrition, Wellness and Ellen White’s Writings (1)**  
 Review of contemporary issues and/or current literature in nutrition. An analysis of the nutrition and health writings of Ellen G. White to determine the meaning and importance of her writings within their cultural context and provide a comparison to modern day literature.
- FDNT498 Research Methods (2)**  
 A study of research methodology, survey methods, and applied statistics as they relate to dietetics.
- FNCE206 Personal Finance (3)**  
 Study of personal financial management. Emphasizes the principles of stewardship. The course covers household budgeting; use and cost of credit; life, property and umbrella insurance; individual taxation, housing; estate planning; savings; and investing. Not available for credit towards a finance major.

- FTES130 Special Activities (1)**  
Special areas beyond normally offered courses: Cardinal Athletics, personalized fitness activities, horseback riding. Consult the current class schedule for activities offered each year. Repeatable with different topics
- FTES205 Fitness Conditioning (1)**  
This class is designed to inspire a lifelong fitness programme using dynamic movements and natural body resistance. Will explore ways to gain maximum results using the minimal equipment, such as the new suspension system 'TRX.' All workouts will target the anaerobic zone while strength training.  
(Lab fee may be required)
- FTES210 Personal Fitness Plan (1)**  
A study of basic-fitness concepts and principles in conjunction with a personalized exercise programme for physical fitness. Weekly independent workouts are required.
- FTES214 Weight Training and Conditioning (Men/Women) (1)**  
This course is an introduction to basic resistance and weight training. It will inform students about the benefits of including strength training in a fitness regimen and will examine body composition and development, personal fitness programme development, proper lifting techniques, spotting and safety issues. The course will also provide students with many alternative ways to strength train using modern methods and exercises.  
(A lab fee may be required)
- FTES305 Current Concepts and Applications in Physical Fitness (3)**  
A foundational course surveying the current trends and practices in the area of physical fitness. Understanding and critically analyzing the concepts, principles, and guidelines for fitness exercise and related activities.
- FTES355 Methods in Exercise Studies (3)**  
A course providing knowledge and practical application for instructing safe and effective exercise programming for apparently healthy individuals. Teaching and evaluating of a variety of individual and group exercise sessions including several different types of physical activities.  
Prerequisite: FTES 305.
- FTES410 Issues in Exercise Studies (2)**  
Addresses a variety of current issues with exercise science in the 21<sup>st</sup> century related to special populations, weight management, Nutrition, appropriate methods and safety.
- FTES465 Exercise Physiology (4)**  
Study of the body's physiological response to exercise. Three lectures per week plus 3-hour lab.  
[Identical to PETH465]  
Prerequisites: BIOL111, BIOL112, BIOL221, BIOL222 or equivalent
- FTES475 Kinesiology (3)**  
An understanding of how the structure of the human body determines its function, how movement is produced, and how exercise can maintain, rehabilitate, and improve body structure.

- FTES495 Independent Study/Reading/Research/Project/ Internship (1-4)**  
 Independent Study: Directed study in an area of interest resulting in a formal term paper.  
 Independent Readings: Weekly meetings with the instructor for individual assignments and reports.  
 Independent Research: Design and execution of an experiment or causal-comparative research.  
 Independent Project: Practical or creative experience or project in consultation with instructor. Permission required from the instructor and department chair. Thirty hours of involvement required for each credit. Contract of proposed activity required.
- HIST110 Worldviews, Cultures and Gods (3)**  
 This course examines the concept of worldview and how worldviews are manifested through history in various cultures/religions, from ancient monistic types to modern and postmodern types. The course covers biblical worldview, special revelation, natural and scientific worldview, various philosophies of history, and the interaction between various worldviews, ideologies and ideas.
- HIST117 Civilizations and Ideas I (3)**  
 Survey of the development of major world civilizations to the eighteenth century, including the origins and history of ideas, worldviews, and institutions (Stoicism, Hinduism, Catholicism, etc.), with an emphasis on the interaction of cultures in the pre-modern world.
- HIST118 Civilizations and Ideas II (3)**  
 Survey of the development of world civilizations to the eighteenth century, including the origins and history of ideas, worldviews, and institutions (nationalism, anti-Semitism, racism, multiculturalism, etc.), with emphasis on cultural diversity and interaction and their meaning in the modern and post-modern world.
- HIST137 Chinese History & Culture I (3)**  
 A study of Chinese history and culture from antiquity to the Ming Dynasty. (Chinese Language medium)
- HIST138 Chinese History & Culture II (3)**  
 A study of Chinese history and culture from Qing Dynasty to the present. (Chinese Language medium)
- HIST204 American Experience I (3)**  
 A study of the rise and development of the United States from European contact with the Americas through the Civil War. Emphasis placed on cultural, religious, ethnic, and other social issues as well as politics, economics, and foreign relations.
- HIST205 American Experience II (3)**  
 A study of the development of the United States from Reconstruction to the present. Emphasis placed on cultural, religious, ethnic, and other social issues as well as politics, economics, and foreign relations.
- HLED120 Fit for Life (1)**  
 A balanced up-to-date coverage of all critical areas of wellness including physical fitness, nutrition, weight management and stress, as well as the principles of health according to the Bible and Ellen G. White will be studied. Practical tools will be given to help adopt and model healthier lifestyles.

- HLED210 Philosophy of Health (3)**  
The Biblical basis of health. A study of the historical development and basis of the health message in the Seventh Day Adventist church. The role of health promotion in current society.
- HLED380 Natural Therapies (3)**  
The study of simple natural therapeutic remedies, including massage, hydrotherapy, and herbal therapies.
- HLED411 Community Health & Fitness I (2)**  
In this course the Precede/Proceed Planning Model and other relevant health planning models are introduced and discussed. Students will design and evaluate professional health education programmes in a variety of settings; school, worksite, medical care and community. Students will learn to set behavioral and learning objectives as well as determine the appropriate intervention type based on various learning theories and strategies geared for specific populations.
- HLED412 Community Health & Fitness II (2)**  
This course reviews the methods and planning of community programmes related to obesity prevention and lifestyle interventions conducted in multiple settings (e.g. Individual, family, and community settings, as well as policy-level interventions). Topics include physical activity, nutrition, and weight-loss interventions in various populations. This course is intended to further enhance the student's skills in implementing and evaluation lifestyle interventions.
- HLED445 Consumer Health (2)**  
An analysis of the various fads in society today, and the methods and techniques used by promoters of health care products and services. A study of ways in which consumers are vulnerable to certain health claims and scams, and the protection provided to the consumer by governmental agencies.
- INFS120 Foundations of Information Technology (3)**  
Explores the role of information systems and technology in supporting the different facets of an organizational structure e.g. in decision support, data management, risk assessment and management, and resource management. The course covers topics in enterprise-level hardware and software, cloud computing, ethics, data management, and social engineering. The labs are designed to provide an introductory course in productive software, cloud computing, and web development technologies.  
Two 1-hour lectures & two 2-hour labs weekly.
- INFS215 Business Software Applications (3)**  
This course uses a hands-on approach to expose students to different software applications for problem-solving and decision-support in business. Relational database management systems will be introduced. Spreadsheets will be used for data analysis and data modeling. Other business intelligence software for data organization and visualization will be explored. Students also gain an understanding of organizational systems, planning, the decision process, and decision support technologies.  
Prerequisite: INFS120
- ILGS121 Elementary: \_\_\_\_\_ (3)**  
A beginning course in Mandarin with emphasis on the fundamentals of pronunciation, structure, and conversation skills. (Chinese language/Mandarin medium)

- ILGS122 Elementary: \_\_\_\_\_ (3)**  
 A beginning course in Mandarin with emphasis on the fundamentals of pronunciation, structure, and conversation skills. (Chinese language/Mandarin medium)  
Prerequisite: ILGS121
- ILGS235 Intermediate: \_\_\_\_\_ (4)**  
 The course in Intermediate Mandarin with emphasis of the use of Chinese phonetics symbols (Hanyu pinyin), the constructions of making sentences, and conversation with correct tones. Furthermore, learners are required to be able to read and understand simple passages. (Chinese Language/Mandarin Medium).
- INLS207 Practical Chinese Writing (3)**  
 This course explores the various literary styles of Chinese writings and analyzes the different rhetorical devices employed in Chinese literature. It is designed to enrich student's Chinese knowledge in order to enhance their abilities in composition and official letter writing; to proofread their writings and correct their speaking; to polish their Mandarin and Cantonese oral communication; to broaden their readings in both the ancient and modern materials; to be able to review as many literary materials as they can. Student will be assessed in terms of tests, discussions, presentations, assignments, and examination or a term paper of not less than 3000 words. (Chinese Language Medium)
- MATH091 Arithmetic and Algebra Review I (3)**  
 Individualized review of arithmetic and algebra skills. Algebra topics include linear, quadratic and rational equations; graphs and systems of linear equations; and polynomial operations and factoring. Students completing all of the required topics and exams while enrolled in MATH091 will receive an MPE score of P2 and are not required to take MATH092. Students earning a passing grade in MATH091 but not completing all of the required topics and exams must enroll in MATH092. This developmental course does not count toward college credit.
- MATH092 Arithmetic and Algebra Review II (3)**  
 Continuation of MATH091. This developmental course does not count toward college credit.
- MATH145 Mathematics for the (Mis)Information Age (3)**  
 A quantitative reasoning course that teaches how to use algebraic tools and real-world data to make informed decisions and avoid being misled in public policy, science, health, and business. Topics include logic; interpreting graphs and tables; functions such as linear, quadratic, exponential, and logarithmic with applications to population growth and personal finance; and fundamentals of probability and statistics such as false positives and statistical significance.
- MATH165 College Algebra (3)**  
 Introduction to precalculus. Linear, quadratic, radical, and absolute value equations and inequalities; graphs of lines, parabolas, circles, ellipses and hyperbolas; composition and inverses of functions; transformations of graphs, symmetry; linear, quadratic, exponential, logarithmic, polynomial, and rational functions. Introduction to derivatives of polynomials. Applications to business and science, including interpretation of graphs and charts.

- MATH166 College Algebra for Business (3)**  
Introduction to precalculus. Linear, quadratic, radical, and absolute value equations and inequalities; graphs of lines, parabolas, circles, ellipses and hyperbolas; composition and inverses of functions; transformations of graphs, symmetry; linear, quadratic, exponential, logarithmic, polynomial, and rational functions. Introduction to derivatives of polynomials. Applications to business and science, including interpretation of graphs and charts.
- MATH168 Precalculus (4)**  
Linear, quadratic, and absolute value equations and inequalities with applications; radical equations; polynomial, rational, exponential, logarithmic, inverse, trigonometric functions; higher order equations; exponential and logarithmic equations; the unit circle, trigonometric identities and equations; Law of Sines and Cosines; vectors in the plane, polar coordinates and graphs; complex numbers and De Moivre's Theorem; conic sections.  
Prerequisite(s): MATH165 or MATH166
- MATH191 Calculus I (4)**  
MATH191, 192 is a standard introduction to single-variable calculus. MATH 191 includes limits, continuity, derivatives, applications and integration up through substitution and integration by parts. Formal definitions of limit, derivative, and Riemann integral. Proofs of standard theorems, including the Fundamental Theorem of Calculus.  
  
**Course Attribute:** Fulfills the General Education Mathematics reasoning requirement  
**Prerequisite(s):** [MATH 167](#) or [MATH 168](#) with grade no lower than C.
- MATH195 Calculus I for Biology (4)**  
Introduction to single-variable calculus in the context of the life sciences from the dynamical systems point of view. Limits, continuity, derivatives, integration by substitution and by parts. Formal definitions of limit, derivative, and Riemann integral. Proofs of standard theorems, including the Fundamental Theorem of Calculus. In addition to standard topics, includes research applications to biology and medicine, an introduction to mathematical models and differential equations, equilibria, stability, and eigenvalues.  
**Equivalent to** [MATH 191](#) .  
**Corequisite(s):** [BIOL 165](#) or [BIOL 166](#) or consent of the instructor  
**Prerequisite(s):** [MATH 167](#) or [MATH 168](#) with grade no lower than C
- MKTG310 Principles of Marketing (3)**  
A general survey of the four major marketing areas using the underpinnings of Christian values and ethical principles in a dynamic, highly competitive, global economy. The course assesses marketing concepts, strategies, and tactics that create value for consumers and organizations through integrated production and distribution of goods.
- MUHL214 Enjoyment of Music (3)**  
An opportunity to acquire a better appreciation of classical music – to discover how church music, folk songs, jazz, spirituals, gospel, rock and roll, and pop music fit into the broad spectrum of classical music from 1000 A.D. to the present day.



- MUHL258 American and World Music (3)**  
A study of America's musical past with emphasis on the historical and social context of native, folk, sacred, popular, and classical music, and their interaction. An introduction to musical traditions from around the world with an investigation of their musical languages and the social context in which they happen.
- MUPF135 College Choir (1)**  
Serves as a means of facilitating the enjoyment and practice of the musical process through choral singing activities.
- MUPF160 Applied Music Non-Degree (1)**  
**MUPF360 Applied Music Non-Degree (1)**  
The private study of the performance repertoire and technique of the given instrument or voice and the study of performance-related skills. These courses do not apply toward fulfilling music degree requirements without specific music faculty action.
- PBHL440 Fundamentals of Spirituality & Ethics in Healthcare (3)**  
Addresses religious and spiritual issues of significance for healthcare. Includes a discussion of views of the relationship between health and spirituality from different religious perspectives. Provides an overview of the philosophical and historical background for ethical systems and their significance for current ethical challenges in healthcare. Required course for all majors in the School of Health Professions with the exception of students transferring to AU in their senior year.
- PHIL224 Introduction to Philosophy (3)**  
An introduction to basic philosophical issues, including the relationship of faith and reason, epistemology, the mind-body problem, determinism and free will, and ethics.
- PHTO210 History of Photography (3)**  
A study of selected photographers and processes relevant to the development of the photographic medium. This course also explores the societal fabric of the mid 19th and 20th century while investigating how photography impacted the culture of Europe and America during that time. By viewing work, listening to photographers speak about their images and discussing relevant trends, the student will better understand the society in which they live and how the medium of photography has influenced the world of art and popular culture.
- PHYS110 Astronomy (4)**  
Exploring the cosmic environment—the solar system, stars and their development, star clusters, the interstellar medium, galaxies, and large-scale features of the Universe. Meets the Andrews General Education Physical Science requirement. Does not apply to a major or minor. Weekly: 3 lectures and a 2-hour lab  
**Prerequisite(s):** [MATH 145](#) or [MATH 165](#) or [STAT 285](#) or equivalent.
- PHYS115 Mythbusting (4)**  
Examining what is commonly believed about the physical world and how to realign it with measurable reality. A conceptual and relevant understanding of physics—forces, matter and energy with 21st century applications. Meets the General Education Physical Science requirement. Does not apply to a major or minor.

- PHYS141 General Physics I (4)**  
Algebra based introduction to mechanics, wave motion, sound and thermodynamics.  
Prerequisite: MATH 167 or MATH 168
- PHYS142 General Physics II (4)**  
Algebra based introduction to electricity, magnetism, physical and geometric optics, relativity, and modern physics.  
Prerequisite: PHYS 141
- PHYS225 Sound and Waves (4)**  
The production, transmission, synthesis, and perception of sound as understood through the physical principles, properties, and nature of waves. Includes a survey of applications—music, speech, locomotion, and imaging—and comparisons with light and other kinds of waves. Meets the General Education Physical Science requirement. Does not apply to a major or minor.  
Prerequisite: MATH 145 or MATH 165 or STAT 285
- PSYC101 Introduction to Psychology (3)**  
Principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health.
- PSYC105 Careers and Plans for the Psychology Major (0)**  
This course focuses on career and academic planning issues for psychology majors. Information presented in the course will focus on the clarification, selection, and pursuit of a career in psychology or a related field. Topics will include an overview of the skills and knowledge expected of an undergraduate major in psychology, career options in psychology and related fields, preparation for employment with a bachelor's degree, and preparation for graduate school. Students will develop an academic and career timeline, prepare for their remaining years in the psychology programme, and explore interest areas in psychology.  
Grade Mode: Satisfactory (S,U,I,W)
- PSYC180 Dealing with Your Mind (3)**  
An introduction to the brain and how it works, with an emphasis on processes used in everyday life: perception of our surroundings, memory and other facets of general cognition, and links to addictive behavior. The labs will give hands-on experience with these topics. Students will be exposed to research opportunities.
- PSYC210 Introduction to Health Psychology (3)**  
Study of causes for the rise of health psychology; interrelationships between psychology and health-related disciplines; models of disease and health care; interrelationships between stressful life events, social support, and wellness; illness behavior; psychology of addictive behavior and behavioral health.  
Prerequisite: PSYC101
- PSYC269 History and Systems of Psychology (3)**  
A study of significant schools, individuals, and theories in the field of psychology, together with their contributions to the present knowledge of behavior.  
Prerequisite: PSYC101

- PSYC301 Human Development (3)**  
Lifespan is an integrative approach to psychological development which emphasizes the inter-dependency of physical, cognitive, emotional and social development. The interrelatedness of theory, research, and application are seen throughout the entire sequence of the human development from conception to death.  
Prerequisite: PSYC101 or with written permission of advisor/chair.
- PSYC315 Organization and Human Resources (3)**  
This course teaches students to apply psychological theories and principles to the inner workings of organizations. The following topics are discussed in detail: employee selection and training, small group behavior, leadership, attitudes and motivation, power and politics, and strategies for fostering organizational change. Students will learn to interpret research findings accurately and responsibly as well as how to conduct empirical research in organizational settings.
- PSYC319 Stress Management (3)**  
An introduction to stress along with signs and symptoms of stress and identification of stressors in a person's life. Students learn how to increase stress tolerance and implement change.
- PSYC364 Learning & Behavior (3)**  
A study of theories of learning which evaluates connections between learning and behavioral processes within and between humans and animals. A lab fee may be required.  
Prerequisite: PSYC101
- PSYC366 Drugs and Behavior (3)**  
An introduction to how drugs affect mood, sensation, consciousness, and other psychological and biological functions. We will look at concepts such as the short and long term effects of use and abuse of drugs, classification and laws regulating the use of drugs, the relationship of drug use on societal issues, different approaches to drug treatment as well as debates on controversial topics in the field of drugs.  
Prerequisite: PSYC101
- PSYC410 Introduction to Theories in Counseling and Psychotherapy (3)**  
An introduction to the major theoretical models and concepts for counseling and psychotherapy. Concepts such as philosophical assumptions, the therapeutic process, and client/therapist relationship are discussed. Limited to psychology majors and minors, or permission of the instructor.  
Prerequisites: PSYC101, and one of the following: PSYC269, PSYC454, or PSYC460
- PSYC420 Human Sexuality (3)**  
A study of the multiple aspects of sexuality within a framework of Christian values.
- PSYC432 Research Methods II: Introduction (3)**  
Asking researchable questions. Reviewing the literature. Hypothesis formulation. Research methodology emphasizes qualitative approaches but includes discussion of instrumentation, subject selection, data collection procedures, and informed consent. Writing assignments include theoretical essay, pilot study, second pilot study, and journal research.  
Prerequisite/Co-requisite: BHSC230 or STAT285

- PSYC433 Research Methods III: Advanced Research Design (3)**  
 The principles of designing, administering, interpreting, and writing experimental research, questionnaires and interview schedules. Survey also focuses on coding procedures and scale construction. Structured around a research project, and the interpretation of scientific reports and professional journals. Lab schedule Will be arranged.  
Corequisite(s): PSYC434 / SOCI434  
Prerequisite(s): BHSC230 or STAT285 and PSYC 432
- PSYC434 Research Methods IV: Advanced Statistical Analysis and SPSS (3)**  
 A study on advanced parametric and non-parametric techniques such as two-way ANOVA, regression and power. The utilization of SPSS in the analysis and interpretation of statistical data. An analysis of professional journals and reports with an emphasis on the statistical reasoning.  
Corequisite(s): PSYC433 / SOCI433  
Prerequisite(s): BHSC230 or STAT285 and PSYC 432, SOCI432. Must have achieved a grade of "C" (not C-) in either BHSC230 or STAT285.
- PSYC438 Workshop (1-3)**  
 Provides an opportunity to study in a focused area of Psychology. A paper may be required for one credit. A paper is required for two or three credits. This course is repeatable.
- PSYC445 Cognitive Psychology (3)**  
 A study of how people use and acquire knowledge with emphasis on how people receive, think, remember, store information, solve problems, and acquire and use language. A weekly lab focuses on experimental techniques that have been used to examine mental processing.  
Prerequisite(s): PSYC101 or PSYC180
- PSYC449 Neuropsychopharmacology (3)**  
 A study of the mechanisms of actions of psychotropic agents and how they affect human perception and behaviors. Emphasis is placed on the organization and function of the nervous system and the molecular and biochemical basis of drugs used to treat behavioral and clinical disorders.  
Prerequisite(s): PSYC 101 or PSYC 180; BIOL 221, BIOL 222 or BIOL 165, BIOL 166.
- PSYC450 Social Psychology (3)**  
 A study of human behavior within a group context. Included are attitudes, social roles, collective behavior, and the dynamic aspects of human interaction.  
Prerequisite(s): PSYC101 or SOCI119
- PSYC454 Theories of Personality (3)**  
 Integrates sub-fields of psychology to enhance understanding of individual personality.  
Prerequisite: PSYC101
- PSYC460 Psychology of Abnormal Behavior (3)**  
 A study of deviant human behaviors and theories of causation and remediation.  
Prerequisite: PSYC101

- PSYC465 Physiological Psychology (3)**  
 Introduces the biological bases of behavior. Examination of the neuroanatomical and physiological foundations of such topics as the mind/body problem, the development of language and learning, sexual behavior, recovery from brain damage, and psychopathology.  
Prerequisite: PSYC101
- PSYC471 Behavior Modification (3)**  
 The theory and techniques of behavior change utilizing principles of conditioning. Applications relevant to health-centered and educational settings are emphasized. Prerequisite: PSYC101
- PSYC475 Topics: (1-4)**  
 Examines emerging issues in Psychology  
  
Repeatable: Repeatable with different topics
- PSYC480 Field Experience (1-8)**  
 Supervised field placement in a human services setting must be approved in advance by the department chair. A minimum of 45 hours of fieldwork activity is required for each credit. Consult staff before registering. Open only to departmental majors. Repeatable to 8 credits.
- PSYC486 Psychological Assessment (3)**  
 Theory and practice in individual and group testing in the areas of intelligence, aptitude, achievement, personality, and interest. Evaluation of tests and other instruments of measurement with a focus on their worth and limitations. A lab fee may be required.  
Prerequisite: PSYC101, BHSC230 or STAT285.
- PSYC490 Practicum in Psychology (3)**  
 This course is designed to build on psychological knowledge gained in previous coursework, explore different theories outlining how to work with agencies, and apply this knowledge to working in a community agency. The course requires students to spend 90 hours at the agency field site during the semester, and meet weekly as a class to discuss theories of intervention and their field experiences. Student's final grade in this course will be based on feedback from the site supervisor as well as the instructor's evaluation of classwork and fieldwork. It is recommended that students meet with the instructor the semester beforehand to discuss class requirements and placement options. Enrollment in this class is limited to psychology majors and minors of junior or senior status, or permission of the instructor.  
Prerequisite(s): PSYC 101 and six additional credits of psychology courses
- PSYC495 Independent Study/Readings in Psychology (1-3)**  
 Individual assignments and/or reports and/or individualized research in psychology on a contract basis with no more than 3 credits per semester. Students may repeat or take any combination of departmental independent study courses up to 6 credits. Consult staff before registering.  
Repeatable: Repeatable up to 6 credits
- RELB111 Introduction to Old Testament (3)**  
 An introduction to the writings and theology of the Old Testament within their near eastern cultural, geographical, and historical backgrounds.

- RELB112 Introduction to New Testament (3)**  
An introduction to the writings and theology of the New Testament within their Jewish and Greco-Roman cultural, geographical, and historical backgrounds.
- RELB210 Jesus in His Time and Ours (3)**  
Details the mission, the message, and the meaning of Jesus Christ for His day and for ours. What about the Christian story captured the attention of so much of world history? Also examines the connection between Christ's first Advent and His second. May be taught with specific emphasis on one of the four gospels.  
Prerequisite: RELT100
- RELB216 Law and Writings of the Old Testament (3)**  
An introduction to The Pentateuch and the "Writings" (historical books, Psalms, and wisdom literature). May be taught with specific emphasis on a particular book or theme.
- RELB245 Hermeneutics (3)**  
An introduction to the presuppositions behind various interpretive approaches to the biblical text and application of the principles of interpretation to texts representing the various genres of the Old and New Testaments.
- RELB274 Prophetic Writings of the Old Testament (3)**  
An introduction to the prophets of the Old Testament and their writings. May be taught with specific emphasis on a particular book or theme.
- RELB335 Acts and Epistles (3)**  
Brief introduction to principles of New Testament interpretation; a study of Acts, the Pauline Epistles, Hebrews, and the General Epistles. Research paper may be required. May be taught with specific emphasis on a particular book or theme.
- RELB406 Studies in Daniel and Revelation (4)**  
Study of the background, content, and construction of these biblical books with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.
- RELG160 Topics in Religion (1)**  
Designed to add flexibility to the department offerings and to meet diverse student needs. Consult the class schedule for the current topic.
- RELG225 Introduction to Missions (3)**  
An undergraduate religion course which explores the theology and practice of missions. The objective of the course is to understand God's mission in our world and to experience personal involvement in that mission. A long-term goal of the course is to create an experience through which God can inspire students to a lifetime of service and missions. The class experience includes intensive short-term missions exposure by means of a class tour. Note: Student missionaries are required to take a different missions course: RELP 325 - Preparation for Mission Service.
- RELG360 Topics in Religion (3)**  
Designed to add flexibility to the department offerings and to meet diverse student needs. Consult the class schedule for the current topic. This course qualifies for a deferred grade when it requires research.

- RELH316 History of the Christian Church I (3)**  
 Surveys the internal and external developments and conflicts which Christianity has experienced in time and space from the time of Christ up to the Reformation. Special attention given to those developments that relate to Seventh-day Adventist theological heritage. Aims to enable the student to develop a broader historical perspective through which to see the outworking of the great controversy through the centuries, especially as it relates to issues the church faces today. Prerequisite: HIST117 or permission of instructor.
- RELH330 History of Christianity in Asia (3) [HKAC]**  
 A survey of the history of the main Christian denominations in Asia today, modern movements and problems of national churches, and the process of indigenization with emphasis on China.
- RELH400 SDA History and Prophetic Heritage (3)**  
 An investigation of the background, rise, and development of the Seventh-day Adventist church in America and the world from its beginning until the present with special attention given to the historical role, ministry, and writings of Ellen G. White.
- RELP105 Introduction to Pastoral Service (1)**  
 An introduction for ministerial students to the various components of the pastoral calling and practicum. Open only to Theology majors.
- RELP200 Religion Forum (0)**  
 A weekly seminar giving instruction in the many aspects of ministering in churches. Required of all theology/religion majors. Students must register for this class each semester in residence.
- RELP235 Christianity in a World Context (2)**  
 An introduction to the status and role of Christianity and mission worldwide. Includes a brief history of Christian mission, current facts about mission needs, Christian and mission relationships to world religions, political ideologies, national development, and non-Western cultures.
- RELP240 Personal Witnessing (2)**  
 Acquaintance with the dynamics of Christian witnessing in the neighborhood, at work, and in the friend-to-friend approach of personal Bible study. Christ's example of witnessing is highlighted.
- RELP325 Preparation for Mission Service (2)**  
 An orientation to the knowledge, skills and attitudes necessary for successful mission service. This class is the required preparation for student missionaries and fulfills 2 credits of the General Education religion requirement.
- RELP330 Homiletics –Introduction to Preaching (2)**  
 Lays the foundation for biblical sermon construction and delivery. This class is a prerequisite for all other homiletics courses and is a requirement for all religion/theology majors. Weekly lab required.
- RELP335 Foundation of Youth Ministry (1)**  
 Designed for the youth specialist who wishes to work as a youth pastor, youth director, academy Bible teacher, or in any other youth-training capacity.

- REL336 Homiletics – Expository Preaching (1)**  
Addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life. Weekly lab required.  
Prerequisite: RELP330
- REL337 Homiletics – Contextualized Preaching (1)**  
Explores the dynamics of effective preaching to a particular cultural group with an emphasis on the distinctive homiletical, rhetorical, and cultural qualities required for the effective proclamation of the Gospel to each group. Weekly lab required.  
Prerequisite: RELP330
- REL338 Homiletics – Evangelistic and Special Events Preaching (1)**  
Addresses the needs of special preaching events such as evangelistic crusades, weddings, funerals, and dedications.  
Weekly lab required. Prerequisite: RELP 330
- REL340 Strategies for Service (2)**  
Creates the vision that all Christians can serve in mission. Shows how to witness in cross-cultural situations and introduces students to ways they can do mission in any occupation. Alternate forms of mission like tent-maker ministries, nonresident missionaries, urban ministry, and work with refugees and foreign students are addressed.
- REL350 Evangelism (3)**  
Students will prepare and conduct public evangelistic meetings. Different contexts will be chosen in different years. Students will study and reflect on the role of public evangelism in the mission of the church in various cultural settings.  
Prerequisite: RELP 330
- REL400 Senior Seminar: Health Professions (3)**  
A capstone seminar for health profession majors which addresses theoretical and practical spiritual issues pertaining to those working in the health professions.
- REL441 Introduction to Pastoral Ministry (2-3)**  
A study of the minister as a leader of worship, as a nurturing pastor, as an administrator of the church, and as an evangelist.
- REL482 Ministerial Candidacy Seminar (1)**  
Intended to help ministerial students explore practical issues in connection with their call to pastoral ministry. It also aids in the preparation of the ministerial candidacy portfolio required of the students taking this class.  
Open only to Theology majors during their senior year.
- REL485 Pastoral Ministry (3)**  
A study of the principles of leadership as applied to pastoral ministry, in particular with regard to the minister as leader of worship, as nurturing pastor, as administrator of the church and as evangelist. This class summarizes and assesses the practical ministry portfolio developed by the student during the course of study.  
Prerequisite: RELP 240, RELP 330, RELP 350



- RELT100 God and Human Life (3)**  
How God confronts human beings—includes the process of revelation, principles of interpreting Scripture and similarly inspired material, the nature of God and His expectations for humans, and the evaluation of these concepts as presented in Scripture and the classic literature of various religions.
- RELT225 Doctrines of the Adventist Faith (3)**  
Defines and clarifies the Biblical doctrines of the Seventh-day Adventist faith, distinguishing them within the background of the Judeo-Christian tradition. Students can earn general education credit in either RELT225 or 226, but not in both.  
Prerequisite: RELT100 God and Human Life
- RELT250 Personal Spirituality and Faith (3)**  
A study of the Biblical perspective on the act of faith and the life of faith. How does a person begin and nurture one's own personal spiritual and devotional life? Also studies the meaning of spiritual nurture in various lifestyle and work settings. Personal spiritual growth is fostered through involvement in organized church activities and/or witnessing outreach.  
Prerequisite: RELT100 God and Human Life
- RELT315 Christian Discipleship (3)**  
Christians are called to be followers or disciples of Jesus. This class presents the personal and spiritual implications of the biblical concept of discipleship. Discipleship is discussed in light of personal life, biblical teachings, and historical-theological developments.
- RELT325 Theology I (3)**  
A continuation of RELT 100. Study of nature, sources, and methods of theology; the doctrines of God and his works (the Trinity, creation, providence, law, and Sabbath), Christ, the Holy Spirit, and human beings. Research paper may be required. Student can earn general education credit in either RELT 225 or RELT 325, but not in both.  
Prerequisite: RELH 400
- RELT326 Theology II (3)**  
Study of the doctrines of Christ and salvation (nature and works of atonement), the church (characteristics, ministry, and mission), sanctuary and Christ's heavenly ministry, and eschatology from a distinct Seventh-day Adventist perspective. Research paper may be required. Prerequisite: RELT 325
- RELT340 Religion and Ethics in Modern Society (3)**  
Considers how the Judeo-Christian tradition confronts the moral complexities of a highly technical society. Are there universal absolutes that cross all cultural boundaries, or are all values relative? Designed to help students articulate what molded their value system and what should help to shape it. Students are expected to participate in some organized church/civic/social service activities. Student can earn general education credit in RELT340.  
Prerequisite: RELT100 God and Human Life

- SOCI119 Principles of Sociology (3)**  
A study of the development of sociology as a social science, some concepts and ideas associated with the study of human behavior, and an overview of the principles, terms, and concepts in the discipline.
- SOCI415 Substance Abuse in American Society (2)**  
An overview of substance-use terminology, historical issues, definitions, epidemiology, consequences, and drugs of abuse within an American cultural and historical framework.
- SOCI425 Racial and Ethnic Relations (3)**  
A study of the distinctive racial and cultural minorities in American society with an emphasis on problems and adjustments within the larger society.
- SPPA280 Anatomy and physiology of Speech and Hearing (4)**  
The study of the anatomy and physiology of respiration, hearing, phonation, articulation, and the central nervous system. Students participate in a gross-anatomy human cadaver lab.  
(A lab fee may be required.)
- STAT285 Introduction to Applied Statistics (3)**  
A data-driven study of basic descriptive and inferential statistics. Concepts such as null distributions, hypotheses, test statistics, and p-values are emphasized while applying standard statistical tests including logistic regression.

## HIGHER DIPLOMA IN ENROLLED NURSING (GENERAL) COURSES

| <u>Course Prefix</u> | <u>Course Title</u>   |
|----------------------|---|
| <b>BIOL111</b>       | <b>Anatomy and Physiology I (3)</b><br>This course gives students the opportunity to learn anatomy and physiology within the context of generic education. It is designed especially for students who are interested in a career in the healthcare industry. Students will gain both theoretical knowledge and experiential skills by participating in classroom discussion and lab simulation learning activities.   |
| <b>BIOL112</b>       | <b>Anatomy and Physiology II (3)</b><br>This course gives students the opportunity to learn anatomy and physiology within the context of generic education. It is designed especially for students who are interested in a career in the healthcare industry. Students will gain both theoretical knowledge and experiential skills by participating in classroom discussion and lab simulation learning activities.  |
| <b>CHIN102</b>       | <b>Practical Chinese in Health Care (3)</b><br>Practical Chinese Language is to prepare students in the Higher Diploma in Enrolled Nursing (General) programme to use the oral and written Chinese language effectively in healthcare settings.   |
| <b>CLIN101</b>       | <b>Clinical Practicum I (5)</b><br>This is the first Clinical Practicum. Students are expected to achieve general nursing competencies at entry level. This clinical course provides students with opportunity to apply their knowledge and skills learned from classroom to real life patients in acute care settings. Students will be exposed to different medical and surgical nursing and participate in frontline healthcare work under supervision. This clinical practicum aims to develop students' ability to provide safe basic nursing care, apply nursing process, and effectively communicate with health care team members.<br><u>Prerequisite:</u> Completion of NURS101 & NURS102 with pass  |
| <b>CLIN102</b>       | <b>Clinical Practicum II (5)</b><br>This is the second Clinical Practicum. Students are expected to actively participate in providing competent basic nursing care in this practicum. This practicum will provide hands-on clinical experience for students to achieve competencies and professional qualities. This clinical practicum aims to develop students' ability and confidence in providing holistic nursing care. Students will gain experience in applying effective interpersonal communication with patients and other healthcare team members, using nursing process to develop nursing care plan, and conducting comprehensive health assessments in this clinical rotation.<br><u>Prerequisites:</u> Completion of NURS111, NURS 112 & NURS 113 with pass, and completion of Clinical Practicum I with satisfactory. |
| <b>CLNL110</b>       | <b>Clinical Microbiology and Pharmacology (3)</b><br>This course begins the nursing student's education on the concepts of microbiology and the interaction of microorganisms with humans as well as pharmaco-therapeutics. It enables students to establish a knowledge base that applies to patient care and education.   |

- CLIN201 Clinical Practicum III (5)**  
 This is the third Clinical Practicum. Students are expected to maintain competencies and professional qualities. This clinical practicum aims to provide hands-on clinical experience for students to integrate the knowledge and skills learned and apply to patients with moderate level of health problems. Students are expected to apply critical thinking and clinical reasoning skills in their clinical practicum.  
Prerequisites: Completion of NURS202 & NURS203 with pass, and completion of Clinical Practicum II with satisfactory.
- CLIN202 Clinical Practicum IV (5)**  
 This is the last Clinical Practicum. Students are expected to maintain competencies and professional qualities at the programme completion level. In this last clinical practicum, students will be expected to demonstrate competence in coordination and delivery of holistic nursing care to patients with complex health issues. This clinical practicum aims to provide clinical experience for students to integrate the knowledge and skills learned from this programme and achieve the roles of an enrolled nurse.  
Pre-requisite Completion of NURS211 & NURS212 with pass, and completion of Clinical Practicum III with satisfactory.
- ENGL201 English Language for Healthcare Professional (3)**  
 This course is for training students' English language and common daily expression in the healthcare field. It covers basic medical terminology and other vocabulary involved in interpreting and documenting patients' conditions, reporting (oral and written), listening reflectively, and understanding medical history.
- INFS201 Introduction to Information Technology (3)**  
 This generic course provides students in this programme a firm foundation of information technologies. It is designed to provide students with an overview of information technologies including hardware and software components, networking, database management, and issues related to privacy, security, and ethics.
- NURS101 Fundamental Concepts of Nursing (4)**  
 This course is one of the core courses of the Higher Diploma in Enrolled Nursing (General) that presents the foundational concepts and knowledge of nursing. It aims to provide students with a comprehensive view on the development of nursing as a profession, and the legal and ethical aspects of nursing practice.
- NURS100 Applied Psycho-Social Aspects of Health Care (3)**  
 This course addresses a variety of integrated psychosocial topics involving clients, families, and caregivers affected by pathology, impairment, functional limitation, or disability.
- NURS102 Clinical Nursing Skills I (3)**  
 It is the first part of the two courses that introduces the essential knowledge and skills of clinical nursing. It aims to develop students with the fundamental knowledge and essential nursing skills for promoting the health and wellness of clients to prepare students for safe and effective practice in various healthcare settings.

- NURS111 Introduction to Medical and Surgical Nursing (3)**  
This course prepares students for their first clinical practicum by providing them with the basic concepts and knowledge in nursing. This course aims to provide students with the basic concept of the art and science of Medical- Surgical Nursing.
- NURS112 General Nursing Care I (4)**  
It is one of three general nursing care courses in the Higher Diploma in Enrolled Nursing (General) programme. It aims to provide students with the basic concept of the art and science of cardiovascular, respiratory and haematological nursing. The emphasis is placed on safe and quality nursing care to patients and families, within the scope of Enrolled Nurse nursing practice.
- NURS113 Clinical Nursing Skills II (3)**  
It is the consecutive course of NURS 103 Clinical Nursing Skills I. It aims to develop students with the fundamental knowledge and essential nursing skills for promoting the health and wellness of clients to prepare students' for safe and effective practice in various healthcare settings.
- NURS201 Family Health Nursing (3)**  
This course focuses on family health: care of pregnant women, infants, children, and adolescents. It introduces the clinical procedures of diagnostic and screening tests, treatment and specialty nursing care for expectant mothers, children, and adolescent health so that students will be equipped to deliver the required care to meet the needs of different patient population.
- NURS202 General Nursing Care II (4)**  
It is one of three general nursing care courses in the Higher Diploma in Enrolled Nursing (General) programme. It aims to provide students with the basic concept of the art and science of gastrointestinal, urological, dietetic, integumentary and endocrine nursing. The course emphasis on safe and quality nursing care to patients on maintenance of nutritional and body fluid balance, and hormonal equilibrium, within the scope of Enrolled Nurse nursing practice.
- NURS203 Health Promotion and Community Health (3)**  
This course focuses on the essential components such as: concepts of health and illness, primary health care, health promotion and prevention theory, and the role of nurses in health education and community health.
- NURS211 Holistic Care of Older Persons (3)**  
This course focuses on care of older persons in the community, catering specially to the physical, psychosocial, and mental health of older persons.
- NURS212 General Nursing Care III (4)**  
It is one of three general nursing care courses in the Higher Diploma in Enrolled Nursing (General) programme. It aims to provide students with the basic concept of the art and science of nursing care for patients with musculoskeletal, neurological, and sensory disorders. The emphasis is placed on safe and quality nursing care to patients with (im)mobility, pain management, and sensory functions, within the scope of Enrolled Nurse nursing practice.

- NURS213**      **NURS213 Professional Nursing (4)**  
It is one of the specialized Courses of the Higher Diploma in Enrolled Nursing (General). It aims to prepare students to become a professional enrolled nurse working in a health care setting. Selected concepts and processes for professional nursing such as professionalism, healthcare delivery systems, risk identification, quality assurance, evidence-based nursing practice, nursing research, leadership, and management at introductory level will be presented.
- RELB100**      **Life Education and Healing (3)**  
This generic course focuses on students' self-awareness and the process of healing. It is designed to help students explore the meaning and value of life and in helping others in their healing journey.
- RELB213**      **Professional Ethics and Spiritual Care (3)**  
This course addresses ethical issues and the relationship between health and spirituality in healthcare. It prepares students to provide ethical and spiritual care in their nursing profession.

## HIGHER DIPLOMA IN HEALTH AND REHABILITATION SERVICES COURSES

- BIOL111 Anatomy and Physiology I (3)**  
This course gives students the opportunity to learn anatomy and physiology within the context of generic education. It is designed especially for students who are interested in a career in the healthcare industry. Students will gain both theoretical knowledge and experiential skills by participating in classroom discussion and lab simulation learning activities.
- BIOL112 Anatomy and Physiology II (3)**  
This course gives students the opportunity to learn anatomy and physiology within the context of generic education. It is designed especially for students who are interested in a career in the healthcare industry. Students will gain both theoretical knowledge and experiential skills by participating in classroom discussion and lab simulation learning activities.
- CHIN105 Practical Chinese (3)**  
Practical Chinese Language is to prepare students in the Higher Diploma programme to use the oral and written Chinese language effectively in healthcare settings.
- CLNL101 Clinical Placements I (0)**  
This is the first clinical placement at the end of year 1. This course provides students with clinical experience in elderly home and rehabilitation care settings. They will be allocated to observe and practice basic health care with clinical mentors who will facilitate students' learning. Students are expected to actively participate in the frontline of healthcare work in this practicum.
- CLNL102 Clinical Placements II (0)**  
This is the second clinical placement at the end of year 2. This course provides students with clinical experience in acute and rehabilitation care settings. They will be allocated to observe and practice basic health care with clinical mentors who will facilitate students' learning. Students are expected to actively participate in the frontline of healthcare work in this practicum.
- CLNL110 Clinical Microbiology and Pharmacology (3)**  
This course introduces the concepts of microbiology and the interaction of microorganisms with humans as well as pharmacotherapeutics. It enables students to establish a knowledge base that applies to patient care and education.
- COMM120 Interpersonal Communication (3)**  
Emphasis is placed on interpersonal skills for the workplace. Students examine components of interpersonal communication such as listening, perception, managing conflict, etc., and apply specific strategies to build interpersonal relationships.
- ENGL101 General English (3)**  
This is a foundational English course designed for developing students' basic English language communication skills at post-secondary school level.
- ENGL201 English Language for Healthcare Professional**  
This course is for training students' English language and common daily expression in the healthcare field. This course covers basic medical terminology and other vocabulary involved in interpreting and documenting patients' conditions, reporting (oral and written), listening reflectively, and understanding medical history.

- HLCR210 Applied Psycho-Social Aspects of Health Care (3)**  
This course addresses a variety of integrated psychosocial topics involving clients across all ages, families, and caregivers affected by pathology, impairment, functional limitation, or disability.
- HLCR220 Elderly Care (3)**  
This course teaches students the concepts of aging and common aging related health conditions that require medical care and rehabilitation services.
- HLTH105 Health Assessment (3)**  
The course provides students with a current and thorough knowledge of health assessment and basic physical examination skills as well as professional attitude in order to function effectively in different healthcare settings.
- HLTH130 Nutrition (3)**  
This course is designed especially for students who are interested in a career in the healthcare industry. Students will gain both theoretical knowledge and experiential skills by participating in classroom discussion and lab simulation learning activities.
- HLTH108 Introduction to Rehabilitation and Community Health (3)**  
This introductory course includes essential contents such as: basic concepts of rehabilitation care, types of disability, the role of a rehabilitation health worker in residential care settings, and common community health concerns.
- INFS101 Introduction to Information Technology (3)**  
This is a generic course that provides students in this programme a firm foundation of information technologies.
- MATH105 Mathematics for the Misinformation Age (3)**  
This is a mathematics course that focuses on quantitative reasoning skills. Topics include logic; interpreting graphs and tables; functions such as linear, quadratic, exponential, and logarithmic with applications to population growth and personal finance; and fundamentals of probability and statistics such as false positives and statistical significance.
- NRSG101 Fundamental Nursing (3)**  
This course presents the foundational concepts and knowledge of nursing as well as skills for providing basic nursing care.
- PESC210 Professional Ethics and Spiritual Care (3)**  
This course addresses ethical issues and the relationship between health and spirituality in healthcare. It prepares students to provide ethical and spiritual care in their healthcare profession.
- RELT101 God and Human Life (3)**  
This is a course designed for students to examine the views on God and human life from the Christianity standpoint.
- RHBT210 Physiotherapy and Rehabilitation (3)**  
This course introduces students the role and responsibilities of Physiotherapy Assistants who are trained: 1) to help people who have become disabled by injury, illness, or age to regain their range of movement, and 2) to support patients with permanent disabilities to prevent further damage and increase the patient's functionality.



**RHBT220****Occupational Therapy and Rehabilitation (3)**

This course introduces students the role and responsibilities of Occupational Therapy Assistants who are trained to work with individuals whose abilities are impaired by disease, physical injury, developmental abnormalities, emotional trauma, psychological problems or social disadvantage, and help them to regain their abilities.

**RHBT230****Speech Therapy and Rehabilitation (3)**

This course introduces students the role and responsibilities of Speech therapy Assistants who help individuals with a wide range of speech and language disorders, swallowing disorders and other communication difficulties in in-patient and a variety of community settings.

## DIPLOMA IN PRE-UNIVERSITY STUDIES COURSES

### **BHSC050 Life Skills I (2)**

This course is designed to equip learners with the essential life skills in level 1 of appropriate for academic and job environments to be able to handle expectations at university and other institutions. This course is divided into two categories — requirements and expectations at the academic institutions of higher learning and requirements and expectations at institutions offering job and career opportunities.

### **BHSC051 Life Skills II (2)**

This course is designed to equip learners with the essential life skills in level 2 of appropriate for academic and job environments to be able to handle expectations at university and other institutions. This course is divided into two categories — requirements and expectations at the academic institutions of higher learning and requirements and expectations at institutions offering job and career opportunities.

### **ENGL050 Academic English I: Listening and Speaking Emphasis (1)**

This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.

This course is designed to equip learners with the essential listening and speaking skills in level 1 required to understand lectures and to articulate personal thoughts required at tertiary-level courses as well as to develop communication skills expected for entry-level jobs.

### **ENGL051 Academic English I: Grammar Emphasis (1)**

This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.

This course is designed to equip learners with the essential grammar skills in level 1 required standard academic writings and presentations at tertiary-level courses.

### **ENGL052 Academic English I: Reading and Writing Emphasis(4)**

This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.

This course is designed to equip learners with the essential reading and writing skills in level 1 required standard academic writings and presentations at tertiary-level courses.

### **ENGL060 Academic English II: Listening and Speaking Emphasis (1)**

This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.

This course is designed to equip learners with the essential listening and speaking skills in level 2 required to understand lectures and to articulate personal thoughts required at tertiary-level courses as well as to develop communication skills expected for entry-level jobs.

- ENGL061 Academic English II: Grammar Emphasis (1)**  
This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.  
This course is designed to equip learners with the essential grammar skills in level 2 required standard academic writings and presentations at tertiary-level courses.
- ENGL062 Academic English II: Reading and Writing Emphasis (4)**  
This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.  
This course is designed to equip learners with the essential reading and writing skills in level 2 required standard academic writings and presentations at tertiary-level courses.
- ENGL070 Academic English III: Listening and Speaking Emphasis (1)**  
This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.  
This course is designed to equip learners with the essential listening and speaking skills in level 3 required to understand lectures and to articulate personal thoughts required at tertiary-level courses as well as to develop communication skills expected for entry-level jobs.
- ENGL071 Academic English III: Grammar Emphasis (1)**  
This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.  
This course is designed to equip learners with the essential grammar skills in level 3 required standard academic writings and presentations at tertiary-level courses.
- ENGL072 Academic English II: Reading and Writing Emphasis (4)**  
This course is divided into three levels to accommodate learners' proficiency level at admission based on Hong Kong Diploma of Secondary Education result or equivalent qualification based on CaMLA English Placement Test.  
This course is designed to equip learners with the essential reading and writing skills in level 3 required standard academic writings and presentations at tertiary-level courses.
- ENGL080 Academic English IV: Reading and Writing Emphasis (3)**  
This course is an introduction to written composition focusing on composing as a recursive process for generating meaning and communicating effectively.  
It emphasizes short essay writing based on personal exploration of memory, observation, conversation, and reading.
- ENGL081 Academic English V: Reading and Writing Emphasis (3)**  
This course is to introduce different writing genres to students in College level. It emphasizes on long essay writing and research writing. Students should have already equipped with basic writing skills from ENGL080, so they are expected to further strengthen their writing skills and lexical awareness in this course.

**MATH050****Mathematics Competencies I (3)**

This course provides students the opportunity to have an individualized review of arithmetic and algebra skills. Algebra topics include linear, quadratic, and rational equation; graphs and systems of linear equations; and polynomial operations and factoring. The aim is to prepare students to meet the prerequisite for advanced courses with Mathematics components for associate and baccalaureate programmes. Since this is an individualized review, students get a chance to learn at their own pace. To complete DPUS Mathematic Competencies the student must finish the three one-hour tests when the student think they are ready for the examination.

**MATH051****Mathematics Competencies II (3)**

This course provides students the opportunity to have an individualized review of arithmetic and algebra skills. Algebra topics include linear, quadratic, and rational equation; graphs and systems of linear equations; and polynomial operations and factoring. The aim is to prepare students to meet the prerequisite for advanced courses with Mathematics components for associate and baccalaureate programmes. Since this is an individualized review, students get a chance to learn at their own pace. To complete DPUS Mathematic Competencies the student must finish the three one-hour tests when the student think they are ready for the examination.

**MATH090****Mathematics Competencies III (3)**

A quantitative reasoning course that teaches how to use algebraic tools and real-world data to make informed decisions and avoid being misled in public policy, science, health, and business. Topics include logic; interpreting graphs and tables; functions such as linear, quadratic, exponential, and logarithmic with applications to population growth and personal finance; algebraic expressions and polynomials, factoring polynomials, solving linear equations and inequalities in one variable and systems of linear equations, voting and apportionment; and the fundamentals of statistics.

**HELD040****Healthy Living (3)**

This course will provide lifetime approaches to holistic wellbeing, knowledge and practice opportunities for transformative change through the lens of the Adventist Health Message. Content will including emotional, environmental contexts affecting community wellbeing, financial dimensions, occupational, physical, social and spiritual. Experiential and demonstration activities will be incorporated to discover and apply how to live life to the fullest potential.

**RELG050****Asian Religions and Christianity**

Hong Kong is an international city and many different cultures come together with many different religions. For the mission as the foundation of the Seventh-day Adventist, education is one of the tools to reach the people to meet Christ.

Understanding other religions is important to encounter with the non-Christian.

This course will introduce the religious and philosophical primary religious traditions of Asia, with emphasis on Islam, Hinduism, Buddhism, Confucianism and Taoism. The primary purpose of the course is to familiarize the student with significant philosophical concepts of those religions and to engage with these traditions in a philosophical dialogue with Christianity. Prepare the students able to understand and communicate with those religions in order to achieve respect and dialogue for the mission purpose.

## DPUS ELECTIVES

### **ARTD050 Creative and Performance Arts (3)**

This course focuses on understanding the processes of creative work, practicing the techniques of performance, and exercising critical thought when responding to an artistic performance. Through the activities of public speaking, singing, acting, and creating, this course seeks to stimulate increased self-confidence in spoken English and general presentation and performance skills.

### **CHIN040 Foundation Chinese I (3)**

本課程學習內容可概括為閱讀、寫作、聆聽、說話、文學、中華文化、品德情意、思維和語文自學等學習範疇。課程以單元為單位，透過不同的學習活動，融通各項學習範疇，讓學生掌握有關的學習重點。教學活動以讀寫聽說為主導，結合不同生活情境，讓學生養成自學的能力，全面提升語文素養。

### **CNCS040 Introduction to Chinese for Non-Chinese Speaker I (3)**

This course is designed for students with no or with very limited background in Chinese language. The primary focus is on conversational skills in level 1 with emphasis on competence and accuracy. Students will learn listening and speaking skills using creative approaches including song and drama presentations in addition to class lectures. Basic Chinese culture, customs, and traditions are also covered.

### **HLTH108 Introduction to Rehabilitation and Community Health (3)**

This introductory course includes essential contents such as: basic concepts of rehabilitation care, types of disability, the role of a rehabilitation health worker in residential care settings, and common community health concerns. This course aims to expose students to rehabilitation and community health care, and provide students with knowledge on the role of a rehabilitation health worker in a residential care setting, and the common community health concerns and health promotion strategies.

### **INFS101 Introduction to Information Technology (3)**

This course is designed to provide students with an overview of information technologies including hardware and software components, networking, database management, and issues related to privacy, security and ethics. Students will learn how computers represent, store, and process information. It will provide students with hands-on experiences to support their learning. Proficiency shall be developed in the use of computer hardware and Microsoft's latest Windows and Office packages so that students use computers effectively and easily. Students will also be taught to use the Internet for online research and its extensive tool set as an effective information resource and a global connectivity mechanism.

### **HLCR110 Applied Psycho-Social Aspects of Healthcare (3)**

This course addresses a variety of integrated psychosocial topics involving clients, families, and caregivers affected by pathology, impairment, functional limitation, or disability. This course will explore the basic human psychological growth and development; the knowledge of psychosocial needs and adjustment in relation to health problems. The role of family on caregiving, adaptation to impairment and disability across the lifespan, grieving and adjusting to loss, healthcare communication and collaboration, counseling, and teamwork will also be discussed.

## REMEDIAL ENGLISH COURSES

| <u>Course Prefix</u> | <u>Course Title</u>  |
|----------------------|--|
| <b>ENGL105</b>       | <b>College Vocabulary I (3) [HKAC]</b><br>This course provides an introduction to academic vocabulary and idioms by exploring ways in which idioms are incorporated into daily speech and ways in which academic vocabulary is used in daily and academic situations. Emphasis is given to contextualization, primary and secondary meanings, and the use of prefixes and suffixes. The course provides intensive listening and speaking practice of idioms and vocabulary presented in the material provided. Attention is given to correct pronunciation of new vocabulary and idioms and the use of I cannot delete below space these new items in students' speeches. Sentences and short written work using targeted lexical items are also stressed.       |
| <b>ENGL106</b>       | <b>College Vocabulary II (3) [HKAC]</b><br>This course provides an introduction to academic vocabulary and idioms by exploring ways in which idioms are incorporated into daily speech and ways in which academic vocabulary is used in daily and academic situations. Emphasis is given to contextualization, primary and secondary meanings, and the use of prefixes and suffixes. The course provides intensive listening and speaking practice of idioms and vocabulary presented in the material provided. Attention is given to correct pronunciation of new vocabulary and idioms and the use of these new items in students' speeches. Sentences and short written work using targeted lexical items are also stressed.<br><u>Prerequisites:</u> ENGL105 |
| <b>ENGL111</b>       | <b>Grammar for Business (3) [HKAC]</b><br>This course is designed to help business students improve their communication skills in real and simulated business environments. It covers grammar from tenses to clauses appropriate to different situations in interpersonal communication.   |
| <b>ENGL120</b>       | <b>Research Writing Formats (3) [HKAC]</b><br>This course is designed to acquaint students with the APA and/ or MLA research writing formats necessary in their academic writings. It covers an extensive study of the various elements of research writing, while comparing the differences between the various formats. Students are not required to write any major paper.  |
| <b>ENGL121</b>       | <b>English for Business Purposes (3) [HKAC]</b><br>This course is designed towards helping business students appropriately address various business correspondences and situations. Coverage includes business terminologies, business letters, meetings, and various business related activities.   |
| <b>ENGL131</b>       | <b>Understanding of Reading I (3) [HKAC]</b><br>This course introduces effective reading and inferential thinking skills in preparation for tertiary-leveled programmes. Emphasis is on vocabulary, comprehension, and reading strategies such as identifying main ideas, supporting details, organizational patterns, and inferences in a passage. Emphasis is also on demonstrating successful academic behaviors and using diverse materials such as periodicals.   |

- ENGL132 Understanding of Reading II (3) [HKAC]**  
This course introduces effective reading and inferential thinking skills in preparation for tertiary-leveled programmes. Emphasis is on vocabulary, comprehension, and reading strategies such as identifying main ideas, supporting details, organizational patterns, and inferences in a passage. Emphasis is also on demonstrating successful academic behaviors and using diverse materials such as periodicals.  
Prerequisites: ENGL131
- ENSL054 English Through Music and Drama (4)**  
This course is designed to provide students with the opportunity to experience English through avenues that engage and entertain such as music and drama. It seeks to continue the process of building up each student's confidence level in the usage of the English language, individually and as part of a group, using the stage as a platform.
- ENSL060 English Through Journalism (4)**  
This course is designed to guide students who have not passed at an acceptable level in either the TOEFL or IELTS examinations toward a more proficient use of English by immersion in the journalistic process and exploration of materials by the professional world of media. Students participate in news-reporting activities, thus facilitating their development in the areas of speaking, writing, reading, and listening.
- ENSL061 English Through Film and Literature (4)**  
This course is designed to guide students toward a more proficient use of English by immersion in reading literature materials simplified at the appropriate level and watching of movies and films based on these books. This is done through activities that involve comprehension, analysis, lectures, classroom reading, quizzes, and written essays, thus facilitating his/her development in the areas of speaking, writing, reading and listening.
- ENSL070 iBT (TOEFL) Preparatory Course (4)**  
This course is designed to provide further instruction and practice in the taking of the iBT (TOEFL) for students whose language proficiency is below a score of 50. Students will receive instruction, practice, and advice on strategies for a good performance on the iBT. This course aims at helping students to pass iBT with a score of at least 80. [S/U grade]
- ENSL071 IELTS Preparatory Course (4)**  
This course is designed to provide practical training in all aspects of English communication (listening, reading, writing, and speaking) that are required in IELTS, so students gain sufficient skills to pass the test and go further to tertiary study with advanced English language capacity. [S/U grade]
- ENSL074 Listening and Speaking Skills (4)**  
This course is designed to provide non-native English speakers opportunities which can help them become effective listeners and speakers through interactive means, using a variety of contexts.
- ENSL075 Introduction to Grammar (4)**  
This course is designed to provide an overview of English grammar. It is divided into morphology and syntax giving students the necessary background to handle more advanced English courses at the tertiary level.

**ENSL095 Reading Comprehension (4)**

This course is designed to guide students in understanding how to read a variety of texts and identify inferred messages. The course will explore the components of texts and their genres. Student will also learn the SQ3R approach to reading.

**ENSL096 English Writing (4)**

This course is designed to provide an overview of different English genres in English academic writing, so that it is sufficient for entry to further tertiary study requiring advanced English language capacity.



# 基督教輔導證書課程

## (Certificate in Christian Counseling)

| <u>課程編號</u>    | <u>課程名稱</u>   |
|----------------|---|
| <b>PSYC110</b> | <b>個人成長 (3)</b> <p>本課程涵蓋人類一生成長歷程。主題包括了解自己、別人和群體的異同、在發展的過程中的所起的變化、以及這些變化對生理、心智、心理、精神、社會、信仰和道德等範疇的影響。此科目為基督教輔導證書課程必修科。</p>  |
| <b>PSYC201</b> | <b>精神健康導論 (3)</b> <p>本課程概述了精神健康問題。介紹精神疾病的歷史。課程將涵蓋各種精神及心理障礙、如何診斷和評估疾病、了解臨床過程、以及治療方法。此科目為基督教輔導證書課程必修科。</p>  |
| <b>PSYC202</b> | <b>基本輔導技巧 (3)</b> <p>本課程從積極聆聽技巧、同理心到識別受助者的個別需要，介紹並提供心理輔導方面的基礎教育。課程內容包括：從輔導的過程、假設、技巧和目標中整合了聖經的價值觀和不同的治療方法。修讀的必備條件：修畢 PSYC201 或得到老師的許可。此科目為基督教輔導證書課程必修科。此科目為基督教輔導證書課程選修科。</p>   |
| <b>PSYC203</b> | <b>抑鬱及哀傷輔導 (3)</b> <p>本課程通過結合抑鬱和哀傷輔導，為輕度至中度抑鬱和在哀傷中的人提供輔導方面的理論和實踐的基礎知識。主題包括認識抑鬱症患者的重要概念、識別抑鬱症患者的徵狀、治療抑鬱症的方法和技巧、悲傷階段和過程、喪親的類型以及在為遭受悲傷和失落的抑鬱症患者提供支持時的態度和技巧。此科目為基督教輔導證書課程選修科。</p> |
| <b>PSYC204</b> | <b>婚姻與家庭輔導 (3)</b> <p>本課程著重通過聖經和實用的方法闡釋婚姻與家庭輔導的概念，幫助學員了解婚姻和家庭生活中的問題和動態。主題包括婚姻及家庭系統理論和有關實務、聖經中婚姻與家庭的概念，以及常見的婚姻與家庭問題的基本介入方法。此科目為基督教輔導證書課程選修科。</p>                               |
| <b>PSYC205</b> | <b>壓力管理 (3)</b> <p>在現今這個不斷變化的社會中，本科目以聖經和心理學為主幹，協助學生探討以及面對他們在成長過程中，從外在和內在因素引發的心理壓力。學生將會學習和實踐管理和減輕壓力的方法和技巧。此科目為基督教輔導證書課程選修科。</p>  |
| <b>PSYC320</b> | <b>成癮與沉溺行為 (3)</b> <p>本課程概述了成癮的原理以及成癮的過程和機制，學生將會認識上癮的成因及其對健康和心理所帶來的風險和影響。學生亦會了解哪些因素可預防成癮的習慣，並討論基本及有效的處理和治療方法。此科目為基督教輔導證書課程選修科。</p>  |
| <b>RELT110</b> | <b>神觀、人觀 (3)</b> <p>上帝與人類的溝通的方式，包括上帝的啟示、解釋聖經的原理以及相關受聖靈引導而寫成的材料；上帝的屬性和上帝對人類的期望；上帝的救贖和治療的計劃，以及聖經對這些概念的闡述和討論。此科目為基督教輔導證書課程必修科。</p>   |

# ADMINISTRATION

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|                           |     |  |
|---------------------------|-----|--|
| Ida Elizabeth THOMPSON    | 譚愛德 | 1904 – 1905                              |
| Edwin Hymes WILBUR        | 鄔爾播 | 1905 – 1911                              |
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| LUKE Hing Tat, Handel    | 陸慶達 | 1989 – 1991              |
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| David BISSELL            | 費大衛 | 2001 – 2001              |
| CHUAH Kim Liang, Samuel  | 蔡錦亮 | 2011 – 2015              |
| CHEUNG King Fai, Daniel  | 張擎輝 | 2015 – Present           |

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Business Manager, Hong Kong Adventist College  
Faculty Representative, Hong Kong Adventist College

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*YEUNG Pak Nin, Hosea*

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*SONG Sung Sub, Paul*

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### General Education & 2+2

*SIAGIAN, Arlene*

### Nursing & Allied Health

*CHEUNG Kwok Chun, Corjena*

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### Librarian

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### Academic Operations Specialist

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### Senior Executive Officer (Nursing)

*LAU Yim Mui, Esther*

## **HKAC & AU AFFILIATE PROGRAMME**

**Director of Off-campus Programmes, Andrews University**

*Christian STUART*

**Director of Affiliation, Hong Kong Adventist College**

*CHEUNG King Fai, Daniel*

### **OPERATIONAL PERSONNEL**

#### **STUDENT SERVICES**

**Counseling Psychologist**

*LIU-CHIM Yuet Ching, Anna*

**Student Activity Coordinator**

*CHUAH Tsi Li, Jeriel*

**Health Consultant**

*CHOI Kit Chun, Barbara*

*CHEUNG Kwok Chun, Corjena*

**Dormitory Deans**

*MA Kit Ming, Katerina (Dean of Women)*

*CHUAH Tsi Li, Jeriel (Dean of Men)*

**Director of Food Services**

*CHEE Seow Hong*

**Director of Plant Services**

*LAU Wing Chong, John*

# INSTRUCTIONAL FACULTY

(Full-time)

## **CHANG Mang Chi**

Associate Professor (Nursing)

Bachelor Degree of Nursing, Monash University (Australia), 1996

Postgraduate Diploma in Nursing Education, Hong Kong Polytechnic University, 1998

Master of Science in Nursing, Hong Kong Polytechnic University, 2000

Master of Science in Stroke and Clinical Neurosciences, The Chinese University of Hong Kong, 2008

Master of Health Management, Oxford Brookes University (UK), 2009

Doctor of Nursing (Educational Leadership Track), The University of Hong Kong, 2016

## **CHENG Ching Ho, Richard**

Assistant Professor (English)

Bachelor of Language Studies (English), Open University of Hong Kong, 2012

Master of Arts in English Studies, City University of Hong Kong, 2013

Master of Education in Curriculum, Teaching, and Assessment, Education University of Hong Kong, 2018

## **CHEUNG Kwok Chun, Corjena**

Professor (Nursing and Allied Health)

Bachelor of Arts (Nursing), College of St. Catherine (USA), 1987

Master of Science (Nursing Administration), University of Minnesota (USA), 1993

Doctor of Philosophy (Nursing), University of Minnesota (USA), 2005

Post-Doctoral Fellow (Gerontological Nursing), University of Minnesota (USA), 2010

## **CHOI Kit Chun, Barbara**

Professor (Health)

Bachelor of Science, Southern Adventist College (USA), 1975

Master of Public Health, Loma Linda University (USA), 1977

Doctor of Public Health, Loma Linda University (USA), 1985

## **CHUA Shian Wee, Simon**

Associate Professor (DPUS, General Education)

Bachelor of Science in Education, Southeast Asia Union College (Singapore), 1983

Bachelor of Arts in English as a Second Language, Andrews University (USA), 1994

Master of Arts in Education, Andrews University (USA), 1994

## **FAN Yee Mei, Salina**

Instructor (Nursing)

Degree of Bachelor of Nursing, The Chinese University of Hong Kong, 1994

Master of Science in Stroke and Clinical Neurosciences, The Chinese University of Hong Kong, 2009

Master of Health Administration, The University of New South Wales (UNSW), Australia, 2000

## **HUNG Yee Lai, Ally**

Instructor (Nursing)

Bachelor of Science in Health Care Studies (Nursing) Second Honor – Upper, Oxford Brookes University, UK, 2005

Postgraduate Diploma in Primary Health Care, The Chinese University of Hong Kong, 2006

Master of Health Science, The Chinese University of Hong Kong, 2009

**LAU Chuen Chuen, Twinky**

Assistant Professor (Religion)

Diploma in Computer Science, Chu Hai College (Macau), 1991

4-year Diploma in Religion, Hong Kong Adventist College, 1998

Professional Diploma in Health Promotion & Health Education, Chinese University of HK, 2002

Certificate in Youth Counseling, School of Professional and Continuing Education,  
University of Hong Kong, 2003

Master in Divinity, Andrews University (USA), 2010

Doctor of Philosophy in Mission (Candidate), Andrews University (USA), 2021

**LIU-CHIM Yuet Ching, Anna**

Associate Professor (Psychology)

4-year Diploma (Religion), Hong Kong Adventist College, 1998

Certificate of Clinical Pastoral Education, Hong Kong Bethel Seminary, 2005

Master of Arts in Professional Counselling, Olivet Nazarene University (HK campus), 2009

Master of Arts in Educational Counselling, Andrews University (USA), 2014

Doctor of Philosophy in Counselling Psychology, Andrews University (USA), 2017

**LUK Hoi Ling, Calvin**

Associate Professor (Chemistry)

Bachelor of Engineering in Civil Engineering, University of Hong Kong, 2002

Postgraduate Diploma in Education, University of Hong Kong, 2003

Bachelor of Science in Chemistry, Ohio State University (USA), 2006

Doctor of Philosophy in Chemistry, Ohio State University (USA), 2012

Post-Doctoral Research Associate, Bowling Green State University (USA), 2013 – 2016

Post-Doctoral Researcher, University of Jyväskylä, (Jyväskylä, Finland), 2016 – 2018

**LOKE Yuen, Alice**

Professor (Nursing)

Bachelor of Science in Nursing, Louisiana State University (USA), 1980

Master in Nursing, Louisiana State University (USA), 1985

Doctor of Philosophy, The University of Hong Kong, 1998

**McGRAW Paul**

Professor (History)

Bachelor of Arts in Theology/History, Columbia Union College (USA), 1983

Master of Divinity, Andrews University (USA), 1990

Master of Arts in American History, George Mason University (USA), 1996

Doctor of Philosophy in American History, The George Washington University (USA), 2004

**ONYWERE Gad Ogeto Mekenye**

Associate Professor (Biology)

Bachelor of Science in Biological Sciences, Northern Caribbean University (Jamaica), 2010

Master of Science in Biology, Northern Caribbean University (Jamaica), 2013

Doctor of Philosophy in Biology, Northern Caribbean University (Jamaica), 2016

Postgraduate Diploma in Education, Northern Caribbean University (Jamaica), 2022

**SIAGIAN Arlene, Brenda**

Professor (Music)

Associate of Science in Piano Pedagogy, Pacific Union College (USA), 1993

Bachelor of Science in Music, Pacific Union College (USA), 1993

Master of Arts in Education, Andrews University (USA), 2003

Master of Music in Choral Conducting, Illinois State University (USA), 2008

Doctor of Arts in Music, University of Northern Colorado (USA), 2021

**WONG Chung Chi, Priscilla**

Associate Professor (Psychology)

4-year Diploma in Social Science, Hong Kong Adventist College, 1986

Bachelor of Arts in History, Minor in Behavioral Science, Andrews University (USA), 1993

Master of Arts in Education – Education & Development Psychology, Andrews University (USA), 1993



## ADJUNCT FACULTY

### **CHAN Chok Fai, Charles**

Assistant Professor

Bachelor of Business Administration in Accounting, Andrews University (USA), 1993

Master of Business Administration in General Management, Andrews University (USA), 1994

Post Graduate Diploma in Education, Hong Kong Institute of Education, 2004

Chartered Financial Analyst Examination, Level 1, 2005

### **CHEUNG King Fai, Daniel**

Assistant Professor

Bachelor of Science in Mathematics & Secondary Education, Andrews University (USA), 1980

Master of Arts in Mathematics, Andrews University (USA), 1982

Master of Science in Applied Statistics, Western Michigan University (USA) 1984

Doctor of Philosophy in Statistics, Western Michigan University (USA) 1997

### **CHUAH Gim Teng, Daniel**

Adjunct Associate Professor

Bachelor of Theology, South China Union College (Hong Kong), 1972

Master of Arts in Religion, SDA Theological Seminary (Philippines), 1977

Master of Divinity, SDA Theological Seminary (Philippines), 1979

Doctor of Philosophy in Religious Education in School and Church Settings,  
Andrews University (USA), 1991

### **LEE Kin Man, Amazon**

Adjunct Professor

B.E.Sc. Civil and Environmental Engineering The University of Western Ontario, Canada, 1982

Ph.D. Civil Engineering (Geotechnical) The University of Western Ontario, Canada, 1989

Ph.D. Business Administration (Environmental Management) Ivey School of Business,  
The University of Western Ontario, Canada, 2013.

### **LI Wing Kwai, Spencer**

Adjunct Assistant Professor

Bachelor of Arts (Hons) in Business Studies, City University of Hong Kong, 1992

Master of Business Administration, University of Strathclyde (UK), 1992

### **LEE Yee Ping, Alison**

Adjunct Associate Professor

Bachelor of Arts in Psychology, City University of New York (USA), 2005

Master of Arts in Counseling for Mental Health and Wellness, New York University (USA), 2008

Doctor of psychology (Clinical Psychology) Alliant International University, 2017

### **NG Man Him, Kelvin**

Adjunct Assistant Professor

Bachelor of Science in Applied Physics, City Polytechnic of Hong Kong, 1992

Master of Philosophy, University of Hong Kong, 1996

Bachelor of Social Science in Psychology, Open University of Hong Kong, 2002

Master of Arts in Education -Psychology of Classroom Learning, University of Hong Kong, 2006

**PANG Yu Yan**

Adjunct Assistant Professor

Bachelor of Science in Psychology & Sociology, University of Wales (UK), 1993

Master of Arts in Chinese Language & Literature, City University of Hong Kong, 2009

Doctor of Philosophy in Social Science - Religious Studies, University of Hong Kong, 2007

**SHIU Mei Yee, Jenifer**

Adjunct Instructor

Bachelor of Arts in Political Science & French, Wellesley College (USA), 1984

Master of Business Administration, Columbia University in the City of New York, 1988

**TANG Tin Lun, Benjamin**

Adjunct Assistant Professor

Bachelor of Medicine and Bachelor Surgery, The Chinese University of Hong Kong, 1986

Postgraduate Diploma in Epidemiology & Biostatistics, The Chinese University of Hong Kong, 2004

Master of Theology, Lutheran Theological Seminary (HK), 2005

Master of Science in Epidemiology, University of California, Los Angeles (USA), 2008

**WONG Wai Yan, Dorothy**

Adjunct Instructor

Bachelor of Social Science in Sociology and Social Administration, The University of Hong Kong, 2003

Master of Arts in Women's Studies, The Chinese University of Hong Kong, 2006

Master of Philosophy in Sociology, The University of Hong Kong, 2009

**YA'ANG Henry**

Assistant Professor

4-year Diploma in Business Administration, Hong Kong Adventist College, 1993

Bachelor of Arts in Business Administration, La Sierra University (USA), 1995

Master of Business Administration, La Sierra University (USA), 1995

**YEUNG Pak Nin, Hosea**

Assistant Professor

4-year Diploma in Business Management, Hong Kong Adventist College, 1985

Bachelor of Business Administration (Accounting), Andrews University (USA), 1990

Master of Business Administration, Andrews University (USA), 1990

Canadian Certified General Accountants Association of HK (CGA),

Canadian Association of Canada, 1997

**YU Chi Hong, Alan**

Adjunct Assistant Professor

Bachelor of Arts (Hons) in Business Studies, City University of Hong Kong, 1994

Master of Science in Finance, Chinese University of Hong Kong, 2000

**YU Hon Chung, Martin**

Adjunct Instructor

Bachelor of Business Management, West Coast Institute Management & Technology Australia, 2001

Bachelor of Education, The Education University of Hong Kong, 2017

Master of Science in Knowledge Management, The Polytechnic University of Hong Kong, 2013

Graduate Diploma in IT & E-commerce, Society of Business Practitioners Manchester, 2014

## **ACADEMIC COMMITTEE ADVISORS, EXTERNAL ADVISORS & EXTERNAL EXAMINERS**

### **ACADEMIC REVIEW COMMITTEE ADVISORS**

**Dr. YAP Foong Ha**

Associate Professor, School of Humanities and Social Science,  
The Chinese University of Hong Kong, Shenzhen

### **PROGRAMME ADVISORY COMMITTEE ADVISORS**

#### **BUSINESS PROGRAMME**

**Mr. CEN Liang, Andy**

VP Finance, Hong Kong Adventist Hospital

**Dr. CHIU Ki Kwan, Randy**

Professor Emeritus, Department of Management, Teaching Consultant,  
Hong Kong Baptist University

#### **DIPLOMA IN PRE-UNIVERSITY STUDIES PROGRAMME**

**Mr. CHUNG Chi Hing, Caleb**

Science Panel, Taipo Sam Yuk Secondary School

**Dr TAM Wai Ming, Frank**

Educator Director, Hong Kong Macao Conference

**Mr. WARJRI, James**

Native-Speaking English Teacher, Taipo Sam Yuk Secondary School

**Dr. YOUNG Chien Ming, Enoch**

Director Emeritus, Hong Kong University SPACE

#### **HEALTH PROGRAMME**

**Dr. HUI Sai Chuen, Stanley**

Dean of Students, Lee Woo Sing College  
Professor, Department of Sports Science & Physical Education,  
Chinese University of Hong Kong

**Dr. LAU Wing Chung, Patrick**

Director, Centre for Olympic Studies  
Professor of Physical Education, Hong Kong Baptist University

**Ms. NG Hau Nui, Becky**

Manager, Lifestyle Management Center, Hong Kong Adventist Hospital, Tsuen Wan

## **PSYCHOLOGY PROGRAMME**

### **Pastor FUNG Chun Kit, Alphon**

Executive Secretary, Hong Kong-Macao Conference of Seventh-day Adventists

### **Dr. LAM Wai Lun, Benny**

Senior Clinical Psychologist,

Care For Life Association/Hong Kong Psychological Counseling Center

Vice President, Hong Kong Association of Professionals Specializing in Addiction Counseling

### **Dr. LEE Yee Ping, Alison**

Adjunct Lecturer, Tung Wah College

### **Dr. TANG Cheuck Wing, Andrew**

Health Psychologist and Approved Counselling Supervisor

Unity Learning Institute, The University of Hong Kong

## **RELIGION PROGRAMME**

### **Pastor CHAM Chi Fan, Heywood**

President, Hong Kong-Macao Conference of Seventh-day Adventists

### **Pastor IP Tai Cheung**

President, Concordia Theological Seminary

### **Pastor CHAK, Matthew**

Minister Representative, Hong Kong-Macao Conference of Seventh-day Adventists

### **Pastor NG Kok Hoe**

Regional Director Representative, Chinese Union Mission

## **EXTERNAL ADVISORS/REVIEWERS**

### **HIGHER DIPLOMA IN ENROLLED NURSING (GENERAL)**

**Dr. CHING Siu Yin, Shirley**

Associate Professor, School of Nursing, The Hong Kong Polytechnic University

**Dr. LAM Suk Fun, Veronica**

Senior Lecturer, School of Nursing, The University of Hong Kong

**Dr. Wong Ka Fai**

Associate Professor I, OUHK

### **HIGHER DIPLOMA IN HEALTH AND REHABILITATION SERVICES**

**Dr. CHAN Hoi Chung, Samuel**

General Practitioner

Academic Director, The Asian Federation of Rehabilitation and Preventive Medicine

Lecturer, Hong Kong University SPACE Community College

**Ms KAN Ka Lai, Carrie**

Senior Lecturer, School of Nursing, Tung Wah College

**Professor LEUNG Yee Tak, Andrew**

Professor Emeritus, City University of Hong Kong

**Dr. TSUI Chi Man**

Research Assistant Professor, Department of Rehabilitation Sciences,

The Hong Kong Polytechnic University

### **DIPLOMA IN PRE-UNIVERSITY STUDIES PROGRAMME**

**Mr. CHUNG Chi Hing, Caleb**

Science Panel, Taipo Sam Yuk Secondary School

**Dr TAM Wai Ming, Frank**

Educator Director, Hong Kong Macao Conference

**Mr. WARJRI, James**

Native-Speaking English Teacher, Taipo Sam Yuk Secondary School

**Dr. YOUNG Chien Ming, Enoch**

Director Emeritus, Hong Kong University SPACE

## **EXTERNAL EXAMINERS**

### **HIGHER DIPLOMA IN ENROLLED NURSING (GENERAL)**

**Dr CHEUNG Sze Ki, Daphne**

Associate Professor, The Hong Kong Polytechnic University

**Dr. WONG Ka Fai**

Associate Professor II, Hong Kong Metropolitan University

### **DIPLOMA IN PRE-UNIVERSITY STUDIES**

**Dr. LEUNG Chung Hong, Danny**

Assistant Professor, English Language Open University of Hong Kong

**Dr. TSUI Wai**

Chinese Language, Chinese University of Hong Kong

# STANDING AND FUNCTIONAL COMMITTEES

## **AAA SELF STUDY TEAM**

Chairperson: President

Members: Academic Dean, Business Manager, Dean of Students, Registrar, Librarian,  
Human Resources Manager, Marketing Director

## **ADMINISTRATIVE COMMITTEE / BUDGET & FINANCE COMMITTEE**

Chairperson: President

Secretary: Academic Dean

Members: Business Manager, Dean of Students, Human Resources Manager,  
Bay View Church Senior Pastor, One Faculty Representative

*(Meet once a month or according to need)*

## **ACADEMIC COUNCIL / ADMISSIONS COUNCIL / LIBRARY COMMITTEE**

Chairperson: Academic Dean

Secretary: Registrar

Members: Division Chairs, Two Faculty Representatives, Librarian (invitee),  
Market Director (invitee)

*(Meet twice a month or according to need)*

## **ACADEMIC REVIEW COMMITTEE**

Chairperson: President

Secretary: Academic Dean

Members: Division Chars / Department Director / Programme Director Concerned,  
At least one External Professor for each department/programme

*(Meet once a year)*

## **CAFETERIA MANAGEMENT COMMITTEE**

Chairperson: Business Manager

Secretary: Director of Food Services

Members: Dean of Students (*Student Life*), Nutritionist, One Cook Representative,  
One HKAC Faculty Representative, One HKAA Faculty Representative,  
One Staff Representative

*(Meet once every semester)*

## **CRISIS COMMITTEE (SCHOOL AFFAIRS)**

Chairperson: President

Secretary: Academic Dean

Members: *Business Manager, Dean of Students, Human Resources Manager,  
Counselling Psychologist, Bay View Church Senior Pastor,  
HKAA Principal (if apply to HKAA)*

*(Meet according to need)*

## **DEAN OF STUDENTS' COUNCIL**

Chairperson: Dean of Students

Members: Chaplain, Counselling Psychologist, One Dormitory Dean Representative, One  
HKAC Faculty Representative, One HKAA Faculty Representative (*on demand basis*)

*(Meet when necessary)*

## **DEPARTMENT/DIVISION MEETING**

Chairperson: Division Chair / Department Director / Programme Director

Members: All faculty in the Division / Department / Programme

*(Meet when necessary)*

## **EDUCATIONAL AID COMMITTEE**

Chairperson: Business Manager

Secretary: Academic Dean

Members: Dean of Students, Market Director

*(Meet when necessary)*

## **FACILITIES PLANNING AND PHYSICAL PLANT MASTER PLANNING COMMITTEE**

Chairperson: President

Secretary: Academic Dean

Members: Business Manager, HKAA Principal, One HKAC Department Chair Representative

*(Meet when necessary)*

## **FACULTY AND STAFF MEETING (INSTITUTIONAL)**

Chairman: President

Secretary: Registrar

Members: Full-time faculty, full-time office staff

Invitees: part-time faculty, other staff

*(Meet once every two months)*

## **FACULTY RANKING COMMITTEE**

Chairman: Academic Dean

One Faculty Representative (Assistant Professor)

One Division Chair / Department Director / Programme Director (Associate Professor)

One Division Chair / Department Director / Programme Director (Professor)

*(Meet once a semester or according to need)*

## **FOOD & FUN FAIR & ALUMNI DAY**

Chairperson: Student Activity Coordinator

Members: President, Business Manager, Dean of Students (*Student Life*), Marketing Director, Two HKAC Faculty/ Staff Representatives, Two HKAA Faculty/ Staff Representatives

*(Meet at the beginning of the first semester and when necessary)*

## **NATIONAL SECURITY LAW COMMITTEE**

Chairperson: Dean of Students

Members: President, Academic Dean, Business Manager, Division Chairs

*(Meet when necessary)*

## **RELIGIOUS AFFAIRS COMMITTEE**

Chairperson: Dean of Students

Members: Chaplain (Secretary), Religion Department Chair, Bayview Church Senior Pastor, One HKAC Faculty/Staff Representative, One HKAC Student Representative

*(Meet once every two months)*

## **RESEARCH ETHICS COMMITTEE**

Chairperson: As assigned

Secretary: As assigned

Members: One member from each department,  
One lay community member not affiliated with the institution

*(Meet when necessary)*

## **RESIDENTIAL DEANS' COUNCIL (HKAC)**

Chairperson: Dean of Students

Members: Dormitory Deans, Counselling Psychologist (*Invitee*),  
Faculty Representatives (*on demand basis*)

*(Meet once a week)*

## **SPECIAL EDUCATIONAL NEEDS COMMITTEE**

Chairperson: Academic Dean

Members: Dean of Students; Counselling Psychologist; Health Consultant;  
One faculty member with SEN relevant knowledge

*(Meet at least once every regular semester)*

## **SPIRITUAL MASTER PLANNING COMMITTEE**

Chairperson: President

Secretary: Chaplain

Members: Academic Dean, Dean of Students, Director of Religion Department,  
Bayview Church Pastoral Team, HKAA Chaplain

*(Meet at least twice a year)*

## **SOCIAL COMMITTEE**

Chairperson: Human Resources Manager

Vice-Chairperson: Chaplain

Ex Officio Member: Business Manager

Members: Two HKAC Faculty/Staff Representatives

*(Meet when necessary)*

## **STUDENT LIFE COUNCIL**

Chairperson: Dean of Students

Members: Chaplain, Student Activity Coordinator,  
One HKAC Faculty Representative,  
One HKAA Faculty Representative,  
One Bay View Church Pastoral Team Representative,  
Student Representatives (2 from each HKAC academic department & 2 from HKAA)

Invitees: Student Ambassadors

*(Meet once a month)*